



# HOPE Transcript Process

HOPE Transcript Exchange Process for Public and Private Schools

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*Fall 2018*

# Overview

- My HOPE GPA
- My Transcript
- Transcript Administration Application Tab in STARS
- Transcripts Tab in STARS
- HOPE GPA Verification Process
- Update Student Information (Valedictorian and Salutatorian)
- Dual Enrollment and Rigor Courses Reporting
- Transcript Processing Deadlines
- Questions and Answers



# My HOPE GPA



# My GAfutures

- Student must sign-in to their GAfutures account then access their profile and make sure the SSN, name, D.O.B. and address are completely populated.
- SSN, name and D.O.B. must match uploaded transcript from the high school.

The screenshot displays the GAfutures website interface. At the top, the GSFC logo and navigation links are visible. The 'Sign In' button in the top navigation bar is circled in red. A modal window titled 'Have an Account?' is open, showing 'Sign In' and 'Create Account' options. The 'Sign In' button in the modal is also circled in red. The modal contains fields for Username and Password, with links for 'Forgot Username?' and 'Forgot Password?'. Below the fields is a 'Sign In' button and a 'Cancel' button.

# My HOPE GPA

- Students must be signed in to GAfutures to view “My HOPE GPA.”
- After clicking “My HOPE GPA”, students should select their current high school.

The screenshot displays the GAfutures website interface. At the top, the GSFCS logo and navigation links like 'Welcome Destiny', 'Sign Out', and 'Help' are visible. Below the navigation bar, there are several menu items including 'HOPE & State Aid Programs', 'Federal Aid & Scholarships', 'College Planning', 'Career Exploration', 'Resources', 'About Us', and 'My GAfutures'. The main content area is divided into several sections: a profile sidebar on the left with options for 'Profile', 'Messages', 'My HOPE GPA', and 'My Transcript'; a 'Messages' section with three recent messages; a 'Welcome to My GAfutures - Students' video player; and a 'My High School HOPE GPA Calculation Report' section. In this report section, a dropdown menu is labeled 'Please select your Current High School.' and a 'Select' button is circled in red, indicating the next step in the process.

# My HOPE GPA Summary Report

The HOPE GPA Calculation is used for HOPE Scholarship and Zell Miller Scholarship eligibility upon graduating high school.

All students should read this information concerning HOPE and Zell Miller Scholarships.

## Student Information

Report Type: Final

Name: [REDACTED]

SSN: [REDACTED]

Student ID: [REDACTED]

Date High School Verified Transcript Record: 06/07/2018

As of the most recent transcript data received at GSFC:

HOPE Ineligible-GPA. You are ineligible for the HOPE Scholarship. You did not meet the minimum 3.000 HOPE GPA requirement (as calculated by GSFC).

Academy Of Richmond County High School

Valedictorian: No

Salutatorian: No

Date High School Submitted Transcript Record:  
06/07/2018

## HOPE & Zell Miller Scholarship Facts

- Your high school GPA is not the same as your HOPE GPA.
- The HOPE GPA calculation is used for both the HOPE Scholarship and the Zell Miller Scholarship.
- Your HOPE GPA is calculated using grades for core coursework in English, math, science, social studies, and foreign language.
- By law, the HOPE GPA is not rounded.
- The HOPE Scholarship minimum GPA requirement is 3.00 and the Zell Miller Scholarship minimum GPA requirement is 3.70.
- By law, there is no exception to the minimum 3.00 (HOPE)/3.70 (Zell Miller) GPA requirement. GSFC cannot alter or forgive grades issued by your high school.
- Advanced Placement (AP), InternationalBaccalaureate (IB), and core dual enrollment courses are weighted 0.5 for grades of B, C, D and F only

# My HOPE GPA Summary Report

## Factors Determining Your Scholarship Eligibility

The following information is based on the most recent transcript record provided by your high school:

**HOPE Calculated GPA: 2.757**

**Academic Rigor Credits earned (4 credits are required by High School Graduation): 6**

To qualify for the Zell Miller Scholarship, acceptable SAT or ACT scores must have been earned prior to high school graduation and submitted to GSFC. To be eligible you must have at least a 26 composite score on the ACT or have at least a 1200 for Math and Reading on the SAT on one date.

Standardized test score report(s) received:

| Date:         | Type: | Score: |
|---------------|-------|--------|
| December 2017 | SAT   | 990    |

Contact your high school with questions about your transcript record or grades and courses.

Your chosen college or university will determine final eligibility for the HOPE Scholarship or Zell Miller Scholarship.

[View Your Detailed GPA Report](#)

[Click here to see Your HOPE GPA details.](#)

### More facts about HOPE and Zell Scholarships...

- You must earn a minimum of four full academic rigor credits in addition to the minimum HOPE GPA requirements for the HOPE Scholarship and the Zell Miller Scholarship.
- In addition to the minimum 3.7 HOPE GPA for Zell Miller Scholarship eligibility, you must earn, on a single test administration, a minimum score of 1200 on the SAT or a composite score of 26 on the ACT before your high school graduation.
- To have your SAT scores sent to the Georgia Student Finance Commission (GSFC) for scholarship eligibility, a request may be submitted at [www.collegeboard.org](http://www.collegeboard.org) or by calling 866.630.9305.
- To have your ACT scores sent to GSFC for scholarship eligibility, a request may be submitted at [www.act.org](http://www.act.org) or by calling 319.337.1270.
- Georgia high schools report preliminary 12th grade transcripts by Feb 15th and the final transcripts by June 30th.
- Georgia high schools annually report 9th, 10th and 11th grade transcript progress reports.
- If there is a discrepancy with a course and/or grade on your transcript, contact your high school.
- Your chosen college or university may have additional application requirements. Be sure to contact the admissions office for more information.

# My HOPE GPA Detail GPA Report



## My High School HOPE GPA Calculation Report

Clicking here goes back to the Summary page.

[View Summary](#)

School Ceab: [REDACTED]

Student ID: [REDACTED]

HOPE Calculated GPA: 2.757

[REDACTED]

SSN: [REDACTED]

Processing Year: 2018

Jennings, [REDACTED]

Report Type: Final

| #  | Courses Excluded from GPA Calculation | Year | Term | Course Number | Course Title                  | Rigor | Credits Attempted | Credit Qualifier | Grade Awarded | Weighting Indicator | Points Subtracted Due to Weighting Indicator | Unweighted Grade | Convert to 4.0 Scale | Re-Weight AP/IB | 4.0 Scale Weighted Grade | Grade Multiplied by Credits Attempted |
|----|---------------------------------------|------|------|---------------|-------------------------------|-------|-------------------|------------------|---------------|---------------------|--|------------------|----------------------|-----------------|--------------------------|---------------------------------------|
| 1  | *                                     | 2014 | 2    | 17.0110000    | Health                        |       |                   |                  | 90            |                     |  |                  |                      |                 |                          |                                       |
| 2  |                                       | 2014 | 2    | 45.0120002    | Current Issues                |       | 0.50              |                  | 80            |                     |  | 80               | 3                    |                 | 3                        | 1.500                                 |
| 3  | *                                     | 2015 | 4    | 20.4281080    | Early Childhood Education I Y |       |                   |                  | 84            |                     |  |                  |                      |                 |                          |                                       |
| 4  |                                       | 2015 | 4    | 23.0610072    | 9Th Grade Literature/Comp Y   |       | 1                 |                  | 84            |                     |  | 84               | 3                    |                 | 3                        | 3.000                                 |
| 5  |                                       | 2015 | 4    | 26.0120072    | Biology Iy                    |       | 1                 |                  | 81            |                     |  | 81               | 3                    |                 | 3                        | 3.000                                 |
| 6  |                                       | 2015 | 4    | 27.0971082    | Coordinate Algebra Y          |       | 1                 |                  | 85            |                     |  | 85               | 3                    |                 | 3                        | 3.000                                 |
| 7  | *                                     | 2015 | 4    | 28.0310080    | Jrotc: Army Leadership Edu 1Y |       |                   |                  | 93            |                     |  |                  |                      |                 |                          |                                       |
| 8  | *                                     | 2015 | 4    | 36.0510000    | Personal Fitness              |       |                   |                  | 82            |                     |  |                  |                      |                 |                          |                                       |
| 9  |                                       | 2015 | 4    | 45.0570002    | American Government/Civics    |       | 0.50              |                  | 75            |                     |  | 75               | 2                    |                 | 2                        | 1.000                                 |
| 10 |                                       | 2016 | 4    | 23.0620083    | Honors 10Th Grade Lit/Comp Y  |       | 1                 |                  | 76            |                     |  | 76               | 2                    |                 | 2                        | 2.000                                 |
| 11 |                                       | 2016 | 4    | 27.0991082    | Geometry Y                    |       | 1                 |                  | 91            |                     |  | 91               | 4                    |                 | 4                        | 4.000                                 |
| 12 | *                                     | 2016 | 4    | 28.0320080    | Jrotc: Army Leadership Edu 2Y |       |                   |                  | 90            |                     |  |                  |                      |                 |                          |                                       |
| 13 |                                       | 2016 | 4    | 40.0510082    | Chemistry Iy                  | R     | 1                 |                  | 87            |                     |  | 87               | 3                    |                 | 3                        | 3.000                                 |
| 14 |                                       | 2016 | 4    | 45.0830082    | World History Y               |       | 1                 |                  | 95            |                     |  | 95               | 4                    |                 | 4                        | 4.000                                 |
| 15 | *                                     | 2016 | 4    | 50.0211080    | Visual Arts/Comprehensive I Y |       |                   |                  | 83            |                     |  |                  |                      |                 |                          |                                       |
| 16 |                                       | 2016 | 4    | 50.0710082    | Spanish Iy                    |       | 1                 |                  | 85            |                     |  | 85               | 2                    |                 | 2                        | 2.000                                 |



# My Transcript



# My Transcript



Profile

Messages

My HOPE GPA

My Transcript

## Messages

- No recent Messages



The student can click here to View their transcript or Request to Send their transcript to a postsecondary institution.

## Welcome to My GAfutures - Students



# My Transcript View

- Student must have a valid SSN, name and D.O.B. that matches the high school uploaded transcript sent to GSFC.
- If the student has the SSN and D.O.B already updated in their account profile, then they will need to just select a high school to view the unofficial transcript.

### My Transcript

**My Transcript Request**  
This functionality is available only for Georgia high school students who graduated 2006 or later.

Where would you like to send your transcripts?

Andrew College

Argosy University

Armstrong Atlantic State University

Art Institute Of Atlanta

If not displayed, please enter the social security number (no dashes) \*

Reenter Social Security Number \*

If not displayed, please enter your date of birth (mm/dd/yyyy) \*

Please select the high school where your final transcript is located \*

Select

If not displayed, please select your high school graduation year \*

2018

I acknowledge that I have read and accept the [Terms of Use](#) and [Privacy Policy](#) of this website and its affiliates including as it relates to my transcripts.

[Click here to view the transcript.](#) →

# My Transcript View

- If the SSN and D.O.B. are not displaying, then the information is missing from the student's profile and can be entered in the screen or in the profile
- The high school must also be selected before viewing the unofficial transcript

### My Transcript

My Transcript Request

This functionality is available only for Georgia high school students who graduated 2006 or later.

Where would you like to send your transcripts?

Please select  
Abraham Baldwin Agricultural College  
Agnes Scott College  
Albany State University

If not displayed, please enter the social security number (no dashes) \*

Reenter Social Security Number \*

Reenter to confirm SSN

If not displayed, please enter your date of birth (mm/dd/yyyy) \*

mm/dd/yyyy

Must select your high school in order to view the unofficial transcript.

Please select the high school where your final transcript is located \*

Select

If not displayed, please select your high school graduation year \*

2018

I acknowledge that I have read and accept the [Terms of Use](#) and [Privacy Policy](#) of this website and its affiliates including as it relates to my transcripts.

Click here to view the unofficial transcript. → [View](#) [Send](#)

# My Transcript View and Legend

Unofficial Transcript: 06/07/2018

ACORNIA OF GEORGIA STATE COLLEGE + HIGH SCHOOL  
1100 Northside Dr. - Marietta, GA 30066  
2025-2026 Academic Year - 10/2015

Student: XXXXXXXXXXXX  
Grade Level: 12

|  | Wt | Yr/Term | Gr                             | Cr  |
|--|----|---------|--------------------------------|-----|
| <b>Elective</b>                            |    |         |                                |     |
| 17.0110000 HEALTH                          |    | 2014/2  | 90                             | 0.5 |
| 20.4281080 EARLY CHILDHOOD EDUCATION I Y   |    | 2014/4  | 84                             | 1   |
| 28.0310080 JROTC: ARMY LEADERSHIP EDU I Y  |    | 2014/4  | 93                             | 1   |
| 36.0510000 PERSONAL FITNESS                |    | 2014/4  | 82                             | 0.5 |
| 28.0320080 JROTC: ARMY LEADERSHIP EDU 2Y   |    | 2015/4  | 90                             | 1   |
| 50.0211080 VISUAL ARTS/COMPREHENSIVE I Y   |    | 2015/4  | 83                             | 1   |
| 20.4240080 EARLY CHILDHOOD EDUCATION II Y  |    | 2016/4  | 91                             | 1   |
| 28.0330080 JROTC: ARMY LEADERSHIP EDU 3Y   |    | 2016/4  | 83                             | 1   |
| 07.7114080 BUSINESS & COMPUTER SCI WBLP    |    | 2017/4  | 96                             | 1   |
| 53.0260000 CONTEMPORARY MUSIC STUDIES      |    | 2017/4  | 98                             | 0.5 |
| 20.4250080 EARLY CHILDHOOD EDUCATION III Y |    | 2017/4  | 86                             | 1   |
|  |    |         | <b>Subject Area Credit:9.5</b> |     |
| <b>English</b>                             |    |         |                                |     |
| 23.0610072 9TH GRADE LITERATURE/COMP Y     |    | 2014/4  | 84                             | 1   |
| 23.0620083 HONORS 10TH GRADE LIT/COMP Y    |    | 2015/4  | 76                             | 1   |
| 23.0510083 HONORS AMERICAN LIT/COMP Y      |    | 2016/4  | 74                             | 1   |
| 23.0520083 HONORS BRITISH LIT/COMP Y       |    | 2017/4  | 80                             | 1   |
|  |    |         | <b>Subject Area Credit:4</b>   |     |
| <b>Foreign Language</b>                    |    |         |                                |     |
| 60.0710082 SPANISH IY                      |    | 2015/4  | 85                             | 1   |
| 60.0720082 SPANISH IIY                     |    | 2016/4  | 63                             | 0   |
| 60.0720082 SPANISH IIY                     |    | 2017/4  | 82                             | 1   |
|  |    |         | <b>Subject Area Credit:2</b>   |     |
| <b>Mathematics</b>                         |    |         |                                |     |
| 27.0971082 COORDINATE ALGEBRA Y            |    | 2014/4  | 85                             | 1   |
| 27.0991082 GEOMETRY Y                      |    | 2015/4  | 91                             | 1   |
| .....                                      |    | .....   | ..                             | ..  |

## Social Studies

|  |  |        |    |     |
|--|--|--------|----|-----|
| 45.0120002 CURRENT ISSUES              |  | 2014/2 | 80 | 0.5 |
| 45.0570002 AMERICAN GOVERNMENT/CIVICS  |  | 2014/4 | 75 | 0.5 |
| 45.0830082 WORLD HISTORY Y             |  | 2015/4 | 95 | 1   |
| 45.0810082 UNITED STATES HISTORY Y     |  | 2016/4 | 77 | 1   |
| 45.0610003 HONORS ECON/BUSINESS/FREENT |  | 2017/2 | 82 | 0.5 |

Subject Area Credit:3.5

|                                 |                                      |                          |                                   |
|---------------------------------|--------------------------------------|--------------------------|-----------------------------------|
| <b>Weighting Indicator Key:</b> | <b>Grading Scale:</b>                | <b>Grade Letter Key:</b> | <b>Credit Indicator Key:</b>      |
|                                 | first semester w/ EOCT 1995 P - Pass |                          | M - MS course for HS credit       |
|                                 | - summerschool 2030                  | I - Incomplete           | MS - MS credit for HS course      |
|                                 | A: (4)90-100                         |                          | DX - Non-degree level MOWR course |
|                                 | B: (3)80-89                          |                          |                                   |
|                                 | C: (2)75-79                          |                          |                                   |
|                                 | D: (1)70-74                          |                          |                                   |
|                                 | F: (0)0-69                           |                          |                                   |

|  |  |
|--|--|
| <b>Term Letter Key:</b>                              | <b>POS Key:</b>                            |
| S1 = first semester w/ EOCT                          | C = Core                                   |
| 1S = first semester w/ exam                          | E = Elective                               |
| ES = evening school                                  | R = Required                               |
| S2 = second semester w/ EOCT                         | For the appropriate program of study (POS) |
| 2S = second semester w/ exam                         |  |
| FY = full year w/ EOCT                               |  |
| YL = year long w/ exam                               |  |
| ss = summerschool                                    |  |
| Y = Year Long  |  |
| FIN = Final Grade                                    |  |
| FG = final calculation of grade for course completed |  |
| ZZ = last grade available for coursework completed   |  |
| EX1 = Exam 1 EOCT 20%                                |  |
| EX3 = Exam 3 EOCT 20%                                |  |
| EX2 = Exam 2 EOCT 20%                                |  |
| EX4 = Exam 4 EOCT 20%                                |  |
| Q1 = Quarter1  |  |
| Q2 = Quarter 2                                       |  |
| Q3 = Quarter3  |  |
| Q4 = Quarter 4                                       |  |
| 1 = Quarter 1  |  |
| 2 = Semester 1                                       |  |
| 3 = Quarter 3  |  |
| 4 = Semester 2                                       |  |
| 5 = Summer School                                    |  |

Click here to get back to the screen where a transcript can be requested.

Hide

# My Transcript Student Request

- Remember, student must have a valid SSN, name and D.O.B. that matches the high school uploaded transcript sent to GSFC.

 **My Transcript**

### My Transcript Request

This functionality is available only for Georgia high school students who graduated 2006 or later.

Where would you like to send your transcripts? **Student must select at least one (1) school in order for the request to be sent.**

Please select

- Abraham Baldwin Agricultural College
- Agnes Scott College
- Albany State University

If not displayed, please enter the social security number (no dashes) \*

Reenter Social Security Number \*

If not displayed, please enter your date of birth (mm/dd/yyyy) \*

Please select the high school where your final transcript is located \* **Your high school must be selected in order for the transcript to be sent.**

If not displayed, please select your high school graduation year \*

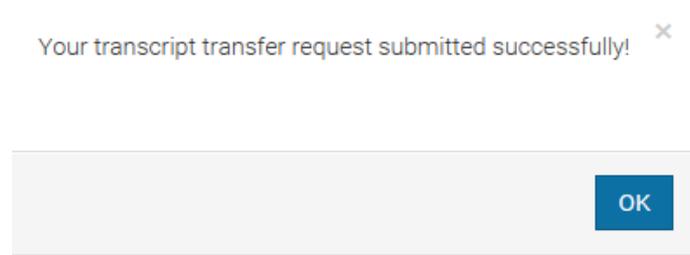
I acknowledge that I have read and accept the [Terms of Use](#) and [Privacy Policy](#) of this website and its affiliates including as it relates to my transcripts.

**Click "Send" to have the transcript sent to the high school for approval or denial and if approved, the transcript will be sent to the postsecondary institution.**

**This box must be checked stating that the Terms of Use and Private Policy have been read. If not checked, the request will not process.**

# My Transcript Confirmation Message

- This message is confirming that the transcript request was submitted successfully to the high school for approval or denial.



- The student gets this message as confirmation once a request has been completed and sent under “My Transcript” in GAfutures.

**Your transcript transfer request for Argosy University has been submitted and it will be processed soon.**



# Transcript Administration Application



# Transcript Process Flow

- Make sure the school profile under the Transcript Administration Application tab and the information in your school's Student Information System(SIS) matches
- Extract the transcript file from the SIS
- Upload Transcript in STARS under the Transcript Tab
- Check the HOPE GPA Calculation: Detailed Student Calculation Report under the HOPE GPA Reports to see if the transcripts calculated correctly
- Check and resolve any School Inbox rejections and errors on the Error Reports
- Re-extract and upload file again once rejections and errors are resolved
- Verify the Preliminary and Final Reports to complete the Preliminary and Final process

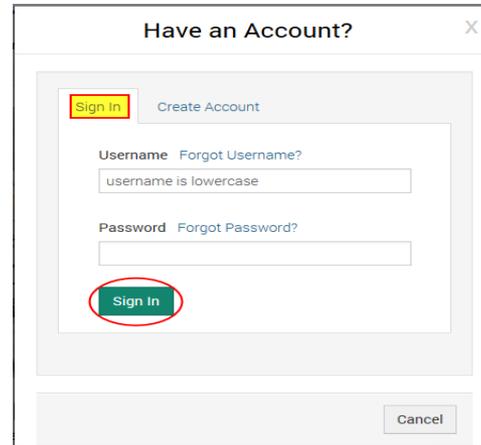
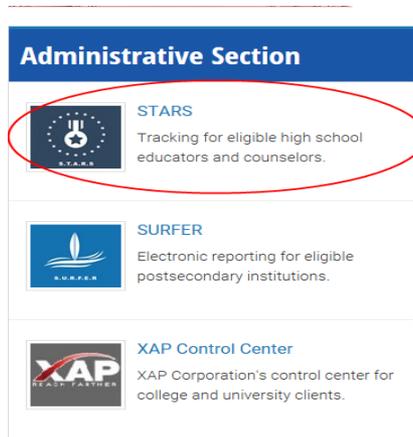
# STARS Access Main Log In

- Sign in to GAfutures and the Mega Menu will display
- Click on High School Functions and then STARS

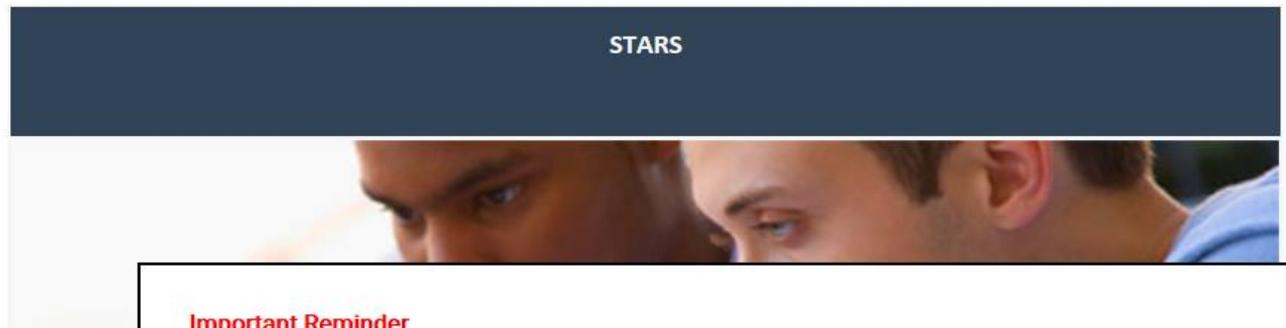
The screenshot shows the GAfutures website interface. At the top, the GSFFC logo (Georgia Student Finance Commission) is on the left, and the user name 'Welcome Rome' is on the right. Below the user name, there is a red box containing the text 'School/Institution Administrator'. To the right of the user name are 'Sign Out' and 'Help?' buttons, and a search bar. Below this is a horizontal menu with several tabs: 'Home', 'HOPE & State Aid Programs', 'Federal Aid & Scholarships', 'College Planning', 'Career Exploration', 'Resources', 'About Us', and 'My GAfutures'. A red box with an arrow points to the 'My GAfutures' tab, containing the text 'If the Mega Menu does not display, then click here and it should.'. Below this menu is a 'Mega Menu' with three tabs: 'High School Functions', 'User Info & Messages', and 'Admin Functions'. A red box with an arrow points to the 'High School Functions' tab, containing the text 'Click this tab to access STARS.'. Another red box with an arrow points to the 'Admin Functions' tab, containing the text 'These three tabs are the Mega Menu.'. Below the 'High School Functions' tab, the word 'STARS' is circled in red. At the bottom of the page, there is a footer with the GSFFC logo and the text 'Georgia Student Finance Commission'.

# STARS Access Alternative Log In

- Alternative way to log into STARS on the GAfutures website

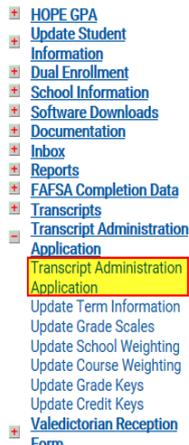


- + [HOPE GPA](#)
- + [Update Student Information](#)
- + [Dual Enrollment](#)
- + [School Information](#)
- + [Software Downloads](#)
- + [Documentation](#)
- + [Inbox](#)
- + [Reports](#)
- + [FAFSA Completion Data](#)
- + [Transcripts](#)
- + [Transcript Administration Application](#)



# Transcript Administration Application

- High School selects whether or not to accept Transcript Release Requests from students
- If the school answers “No”, then the student will not be able to request a transcript via GAfutures and will receive a message stating, “Selected high school does not currently accept automated transcript requests from students. Please consult this school directly for your transcript request.”



The screenshot shows a web form titled "STARS Transcript Administration Application". It includes a "Back" link, a "Transcript Preferences" section, and a question: "Does this school accept transcript requests from students?" with radio buttons for "No" and "Yes" (selected). An "Update" button is located below the question.

# Update Term Information

- Update the Term Description only
- Add and delete a term
- Term codes must be the same terms used in the SIS and in the transcript file

The screenshot shows the 'Update Term Information' page in the STARS system. On the left is a navigation menu with 'Update Term Information' highlighted. The main content area includes instructions and a table of existing terms. Annotations include red circles around the 'Term Code', 'Term Description', and 'Delete' columns, and a red box around the 'Add New' section. A red text box explains that term codes must match the SIS and transcript files.

**Navigation Menu:**

- HOPE GPA
- Update Student Information
- Dual Enrollment
- School Information
- Software Downloads
- Documentation
- Inbox
- Reports
- FAFSA Completion Data
- Transcripts
- Transcript Administration Application
- Transcript Administration Application
- Update Term Information**
- Update Grade Scales
- Update School Weighting
- Update Course Weighting
- Update Grade Keys
- Update Credit Keys
- Valedictorian Reception Form

**Update Term Information Instructions:**

Enter all your term information in sequence, based on the school academic year by locating Add New and entering your Term Code and Term Description and then click the Add box. The term code and term description should be unique and match what your SIS has to avoid confusion.

If for some reason your term information is not in the right sequence, click on the sequence number of the term to drag and drop the term to the desired position until the red highlight is no longer visible.

Double click the Sequence number to remove any red highlights.

| Seq. | Term Code | Term Description        | Delete                   | Update Records                      |
|------|-----------|-------------------------|--------------------------|-------------------------------------|
| 1    | S1        | Semester 1              | <input type="checkbox"/> | <input type="button" value="Save"/> |
| 2    | S2        | Semester 2              | <input type="checkbox"/> | <input type="button" value="Save"/> |
| 3    | Y1        | Year Term               | <input type="checkbox"/> | <input type="button" value="Save"/> |
| 4    | R1        | 1st Sem (40%)-not in GP | <input type="checkbox"/> | <input type="button" value="Save"/> |

**Add New** → Add the new term here and save by clicking "Add".

| Term Code            | Term Description     | Add Record                         |
|----------------------|----------------------|------------------------------------|
| <input type="text"/> | <input type="text"/> | <input type="button" value="Add"/> |

**Annotation:** The terms in the "Term Code" column must be the same as those being used in the Student Information System (SIS).

# Update Grade Scales

- For new schools or schools making changes to an existing grade scale
- Columns that can be edited and saved:
  - Begin Term
  - End Year
  - End Term
- If any other columns need to be changed, the grade scale must be deleted and re-entered
- To view past and present grading scales, click here 
- New grading scale can be added and saved
  - Must be Numeric or Letter

# Update Grade Scales

- + HOPE GPA
- + Update Student Information
- + Dual Enrollment
- + School Information
- + Software Downloads
- + Documentation
- + Inbox
- + Reports
- + FAFSA Completion Data
- + Transcripts
- + Transcript Administration Application
- Update Term Information
- Update Grade Scales**
- Update School Weighting
- Update Course Weighting
- Update Grade Keys
- Update Credit Keys
- + Valedictorian Reception Form

Back

## STARS

### Update Grade Scales

Term Information has to be setup before a Grading Scale can be entered. You cannot edit the Begin Year or an existing Grading Scale.

| Begin Year | Begin Term | End Year | End Term | Grade Type | Letter Equiv                        | View Grades | Delete                   | Update Records |
|------------|------------|----------|----------|------------|-------------------------------------|-------------|--------------------------|----------------|
| 2001       | S1         | 2013     | S2       | Numeric    | <input checked="" type="checkbox"/> |             | <input type="checkbox"/> | Save           |

Columns that can be edited and the changes saved.

| Begin Year | Begin Term | End Year | End Term | Grade Type | Letter Equiv                        | View Grades | Delete                   | Update Records |
|------------|------------|----------|----------|------------|-------------------------------------|-------------|--------------------------|----------------|
| 2013       | S1         | 2025     | S2       | Numeric    | <input checked="" type="checkbox"/> |             | <input type="checkbox"/> | Save           |

| Grade | Lower Limit | Upper Limit | Point Scale |
|-------|-------------|-------------|-------------|
| A     | 90          | 120         | 4.00        |
| B     | 80          | 89          | 3.00        |
| C     | 70          | 79          | 2.00        |
| F     | 0           | 69          | 0.00        |

Add New Grade Scale Set

| Begin Year           | Begin Term           | End Year             | End Term             | Grade Type           | Letter Equiv                        | Update Records |
|----------------------|----------------------|----------------------|----------------------|----------------------|-------------------------------------|----------------|
| <input type="text"/> | <input checked="" type="checkbox"/> | Save           |

Add new grade scale and click "Save".

# Update School Weighting

- All schools must report weighted grades. For example: AP, IB, Honors or Dual Credit Enrollment
- All weights added by the school will be removed and only AP, IB and Dual Enrollment courses will get the additional .5 weight, not to exceed 4.0
- Private Schools must enter a “D” weight indicator for Dual Enrollment even if no additional weight applied
- Columns that can be edited and saved:
  - Begin Term
  - End Year
  - End Term
  - Weight Description
- If any other columns need to be changed, the weight indicator must be deleted and re-entered
- Weight Indicator can be added without weights applied

# Update School Weighting

- + HOPE GPA
- + Update Student Information
- + Dual Enrollment
- + School Information
- + Software Downloads
- + Documentation
- + Inbox
- + Reports
- + FAFSA Completion Data
- + Transcripts
- Transcript Administration Application
  - Transcript Administration Application
  - Update Term Information
  - Update Grade Scales
  - Update School Weighting
  - Update Course Weighting
  - Update Grade Keys
  - Update Credit Keys
  - + Valedictorian Reception Form

Back

## STARS

### Update School Weighting

If you are adding an existing Weight Indicator to the transcript, make sure you update the existing Weight Indicator to have an end year and term prior to the begin year and term of the same Weight Indicator that you are trying to add.

| Weight Indicator | Begin Year | Begin Term | End Year | End Term | Description     | Weight Type   | Added Weight | Delete                   | Update |
|------------------|------------|------------|----------|----------|-----------------|---------------|--------------|--------------------------|--------|
| CPA              | 2010       | S1         | 2025     | S2       | CPA Courses     | Percent Added | 3.00         | <input type="checkbox"/> | Save   |
| AP               | 2010       | S1         | 2025     | S2       | AP Courses      | Percent Added | 5.00         | <input type="checkbox"/> | Save   |
| D                | 2010       | S1         | 2025     | S2       | Dual Enrollment | Percent Added | 3.00         | <input type="checkbox"/> | Save   |

These columns can be edited and saved. All other columns must be deleted and re-entered.

Add new school weight/weight indicator and click "Add".

| Weight Indicator     | Begin Year           | Begin Term           | End Year             | End Term             | Description          | Weight Type          | Added Weight         | Add |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----|
| <input type="text"/> | Add |

Private schools must enter "D" as the weight indicator for Dual Enrollment purposes.

# Update Course Weighting

- If a high school has certain courses that they give additional weight, the course(s) can be added along with the additional weight under this tab

- + HOPE GPA
- + Update Student Information
- + Dual Enrollment
- + School Information
- + Software Downloads
- + Documentation
- + Inbox
- + Reports
- + FAESA Completion Data
- + Transcripts
- + Transcript Administration Application
- Transcript Administration Application
- Update Term Information
- Update Grade Scales
- Update School Weighting
- Update Course Weighting**
- Update Grade Keys
- Update Credit Keys
- + Vaedictorian Reception Form

The only three fields that can be edited are below. If the Course Number and/or Begin Year need to be edited, then delete and add as new.

Back

STARS

## Update Course Weighting

If you are adding an existing Course Number to the transcript, make sure you update the existing Course Number to have an end year prior to the begin year of the same Course Number that you are trying to add.

Delete by clicking in box under "Delete". Save changes by clicking in box under "Update Records".

| Course Number                                    | Begin Year           | Begin Term           | End Year             | End Term             | Weight Type          | Added Weight         | Delete | Update Records                     |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|--------|------------------------------------|
| There are no Course Weightings currently defined |                      |                      |                      |                      |                      |                      |        |                                    |
| Add New  |                      |                      |                      |                      |                      |                      |        |                                    |
| Course Number                                    | Begin Year           | Begin Term           | End Year             | End Term             | Weight Type          | Added Weight         |        | Add Record                         |
| <input type="text"/>                             | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |        | <input type="button" value="Add"/> |

Add new weighted course numbers and click "Add" to save.

# Update Grade Key

- Grade Keys are those grades such as “Pass”, “Fail”, “Incomplete”, etc.
- Grade(s) are excluded for the HOPE/Zell Miller Scholarship GPA calculation

- + HOPE GPA
- + Update Student Information
- + Dual Enrollment
- + School Information
- + Software Downloads
- + Documentation
- + Inbox
- + Reports
- + FAFSA Completion Data
- + Transcripts
- + Transcript Administration Application
  - Transcript Administration
  - Application
  - Update Term Information
  - Update Grade Scales
  - Update School Weighting
  - Update Course Weighting
  - Update Grade Keys
  - Update Credit Keys
- + Valedictorian Reception Form

Grade Keys are grades such as "Pass", "Fail", "Incomplete", etc. that need to be excluded from the HOPE Calculation.

This is the only column that can be edited and saved.

Back

STARS

### Update Grade Keys

| Grade Key | Description                             | Delete                   | Update Records                      |
|-----------|---|--------------------------|-------------------------------------|
| P         | <input type="text" value="Pass"/>       | <input type="checkbox"/> | <input type="button" value="Save"/> |
| NC        | <input type="text" value="No Credit"/>  | <input type="checkbox"/> | <input type="button" value="Save"/> |
| I         | <input type="text" value="Incomplete"/> | <input type="checkbox"/> | <input type="button" value="Save"/> |

Add New

Add a new Grade Key and click "Add" to save it.

| Grade Key            | Description          | Add Record                         |
|----------------------|----------------------|------------------------------------|
| <input type="text"/> | <input type="text"/> | <input type="button" value="Add"/> |

# Update Credit Key

- All schools must report all middle school courses accepted as high school credit
- Grade(s) excluded from all HOPE/Zell Miller Scholarship GPA calculation

- + [HOPE GPA](#)
- + [Update Student Information](#)
- + [Dual Enrollment](#)
- + [School Information](#)
- + [Software Downloads](#)
- + [Documentation](#)
- + [Inbox](#)
- + [Reports](#)
- + [FAFSA Completion Data](#)
- + [Transcripts](#)
- [Transcript Administration Application](#)
  - Transcript Administration Application
  - Update Term Information
  - Update Grade Scales
  - Update School Weighting
  - Update Course Weighting
  - Update Grade Keys
  - Update Credit Keys**
- + [Valedictorian Reception Form](#)

Back

STARS

### Update Credit Keys

| Credit Key           | Description   | Delete                             | Update Records                      |
|----------------------|---|------------------------------------|-------------------------------------|
| MS                   | <input type="text" value="Taken in Middle School"/> | <input type="checkbox"/>           | <input type="button" value="Save"/> |
| Add New              |   |                                    |                                     |
| Credit Key           | Description   | Add Record                         |                                     |
| <input type="text"/> | <input type="text"/>                                | <input type="button" value="Add"/> |                                     |

This is the only column that can be edited and saved.

Add the Credit Key and click "Add".

# School Rules Report

- Once the school's profile has been created under the Transcript Administration Application tab, the profile can be viewed under HOPE GPA Reports.
- If there is a change made to the profile in STARS, the unverified transcripts will automatically calculate at 11 a.m. or after midnight. There is no need to upload the transcripts again for calculation.

- HOPE GPA
  - HOPE GPA Reports**
  - HOPE Progress Reports
  - Update Student Records with missing SSN
- Update Student Information
  - Dual Enrollment
  - School Information
  - Software Downloads
  - Documentation
- Inbox
- Reports
  - FAFSA Completion Data
  - Transcripts
  - Transcript Administration Application
  - Valedictorian Reception Form

This report is a summary of your school's profile entered under the Transcript Administration Application Tab.

Back

STARS

## HOPE GPA Reports

Select report version: 2019 GPA Calculation Reports - Preliminary

| Report   | Download   | View  |
|--|--|---|
| HOPE Eligible Scholars Report                              | <a href="#">Text File</a>                          | <a href="#">Verified Report</a> <a href="#">Unverified Report</a> |
| HOPE Ineligible Report                                     | <a href="#">Text File</a>                          | <a href="#">Verified Report</a> <a href="#">Unverified Report</a> |
| HOPE GPA Calculation: Detailed Student Calculations Report | <a href="#">Text File</a> <a href="#">RTF File</a> | <a href="#">View Report</a>                                       |
| HOPE GPA Calculation: Error Report                         | <a href="#">Text File</a>                          | <a href="#">View Report</a>                                       |
| HOPE GPA Calculation: School Rules Report                  | <a href="#">Text File</a>                          | <a href="#">View Report</a>                                       |
| Students Uploaded Without SSNs Report                      | <a href="#">Text File</a>                          | <a href="#">View Report</a>                                       |
| HOPE GPA Calculation: Students with Ineligible POS         | <a href="#">Text File</a>                          | <a href="#">View Report</a>                                       |
| HOPE GPA Calculation: Error Code Description Report        | <a href="#">Text File</a>                          | <a href="#">View Report</a>                                       |

The school profile can be viewed by clicking "View Report".

# School Rules Report

- HOPE GPA
- HOPE GPA Reports**
- HOPE Progress Reports
- Update Student Records with missing SSN
- Update Student Information
- Dual Enrollment
- School Information
- Software Downloads
- Documentation
- Inbox
- Reports
- FAFSA Completion Data
- Transcripts
- Transcript Administration
- Application
- Valedictorian Reception Form

Back

**STARS**

**2019 HOPE GPA Calculation: School Rules Report**

**2019 HOPE GPA Calculation: School Rules Report**

**School Terms**

| Term Code | Description              | Date Received |
|-----------|--------------------------|---------------|
| S1        | Semester 1               | 10-24-2016    |
| S2        | Semester 2               | 10-24-2016    |
| Y1        | Year Term                | 07-23-2016    |
| R1        | 1st Sem (40%)-not in GPA | 07-23-2016    |

**Grading Scale**

| Begin Term | Begin Year | End Term | End Year | Grade Type | Grade | Point Scale | Upper Limit | Lower Limit | Date Received |
|------------|------------|----------|----------|------------|-------|-------------|-------------|-------------|---------------|
| S1         | 2001       | S2       | 2013     | N          | A     | 4           | 120         | 90          | 07-14-2016    |
| S1         | 2001       | S2       | 2013     | N          | B     | 3           | 89          | 80          | 07-14-2016    |
| S1         | 2001       | S2       | 2013     | N          | C     | 2           | 79          | 74          | 07-14-2016    |
| S1         | 2001       | S2       | 2013     | N          | D     | 1           | 73          | 70          | 07-14-2016    |
| S1         | 2001       | S2       | 2013     | N          | F     | 0           | 69          | 0           | 07-14-2016    |
| S1         | 2013       | S2       | 2025     | N          | A     | 4           | 120         | 90          | 11-09-2016    |
| S1         | 2013       | S2       | 2025     | N          | B     | 3           | 89          | 80          | 11-09-2016    |
| S1         | 2013       | S2       | 2025     | N          | C     | 2           | 79          | 70          | 11-09-2016    |
| S1         | 2013       | S2       | 2025     | N          | F     | 0           | 69          | 0           | 11-09-2016    |

**Credit Key**

| Credit Key | Description            | Date Received |
|------------|------------------------|---------------|
| MS         | Taken in Middle School | 07-14-2016    |

**Grade Key**

| Grade Key | Description | Date Received |
|-----------|-------------|---------------|
| P         | Pass        | 07-14-2016    |
| NC        | No Credit   | 07-14-2016    |
| I         | Incomplete  | 07-14-2016    |

**School Weights**

| Weighting Indicator | Add'l Weight | Begin Term | Begin Year | End Term | End Year | Weight Type   | Date Received |
|---------------------|--------------|------------|------------|----------|----------|---------------|---------------|
| CPA                 | 3            | S1         | 2010       | S2       | 2025     | Percent Added | 11-09-2016    |
| D                   | 3            | S1         | 2010       | S2       | 2025     | Percent Added | 11-09-2016    |
| AP                  | 5            | S1         | 2010       | S2       | 2025     | Percent Added | 11-09-2016    |

**Course Weights**

Your school has not listed any course weights.



# Private School Course Translation





# Private School Course Translation

- + [HOPE GPA](#)
- + [Update Student Information](#)
- + [Dual Enrollment](#)
- + [School Information](#)
- + [Software Downloads](#)
- + [Documentation](#)
- + [Inbox](#)
- + [School Selection](#)
- [Private School Course Number Translation](#)
- Add New Private School Course Number Translations
- View Stored Data
- + [Reports](#)
- + [Transcripts](#)
- + [Transcript Administration Application](#)

All core subjects available with the DOE course titles and numbers listed so that private schools can match the courses they are using to those on the DOE course directory.

Back

**STARS**

**Private School Course Number Translation**

| English Courses |    | Science Courses | Math Courses            | Social Study Courses | Foreign Language Courses   | Additional Courses  |
|-----------------|----|-----------------|-------------------------|----------------------|--|---------------------|
| 23.X320         |    |                 | Journalism I            |                      | Explores journalistic writing through analysis of newspapers, yearbooks, literary magazines, and broadcast journalism publications; concentrates on purpose, influence, structure, and language    | <a href="#">Add</a> |
| 23.X330         |    |                 | Journalism II           |                      | Enhances level-one skills in journalistic writing and analysis of print and broadcast publications; offers in-depth coverage of level-one topics.  | <a href="#">Add</a> |
| 23.X340         |    |                 | Advanced Composition    |                      | Provides review and further exploration of the writing process, including planning, drafting, and revising. Emphasizes research skills and essay composition and includes expository,              | <a href="#">Add</a> |
| 23.X350         |    |                 | Journalism III          |                      | Enhances level-two skills in journalistic writing and analysis of print and broadcast publications; offers in-depth coverage of level-two topics. Students evaluate and apply skills appropriately | <a href="#">Add</a> |
| 23.X360         |    |                 | Journalism IV           |                      | Students refine level-three skills. The range of opportunities to apply skills is broadened.   | <a href="#">Add</a> |
| 23.X370         | AP |                 | Advanced Placement (AP) |                      |  | <a href="#">Add</a> |
| 23.X380         | AP |                 | Advanced                |                      |  | <a href="#">Add</a> |

DOE course titles and numbers are listed for all core subjects.

Add the course match by clicking "Add".

# Private School Course Translation

- Currently, the Course Start and End Terms and Years are not being used in the calculation

Internet Explorer window showing a course translation form. The form includes the following fields:

- DOE Course: 23.X340
- DOE Title: Advanced Composition
- School Course Name or Number: ENGL100
- School Course Description: Advance Composition
- Course Start Year: 2016
- Course Start Term: Fall
- Course End Year: 2020
- Course End Term: Summer
- Status:  Inactive  Active

A red circle highlights the top section of the form (DOE Course, DOE Title, School Course Name or Number, and School Course Description). A red arrow points to the 'Save' button with the text "Add the course information and save." To the right, a grey box displays the message "Data has been saved successfully" in a red circle, with a "Close Window" button below it.

# Private School Translation

- Any changes to the Private School Translation, the transcripts that get affected will need to be uploaded again in order to trigger a re-calculation

- + HOPE GPA
- + Update Student Information
- + Dual Enrollment
- + School Information
- + Software Downloads
- + Documentation
- + Inbox
- + School Selection
- Private School Course Number Translation
  - Add New Private School Course Number Translations
  - View Stored Data
- + Reports
- + FAFSA Completion Data
- + Transcripts
- + Transcript Administration Application

Back

**STARS**

**View Stored Data**

| English Courses | Science Courses      | Math Courses | Social Study Courses      | Foreign Language Courses | Additional Courses                                      |
|-----------------|----------------------|--------------|---------------------------|--------------------------|---|
| 23.X330         | Journalism II        | 282          | Journalism II             | 2012 Fall 2020 Spring    | Active <a href="#">edit</a> <a href="#">delete</a>      |
| 23.X330         | Journalism II        | 282F         | Journalism II             | 2005 Fall 2016 Spring    | Active <a href="#">edit</a> <a href="#">delete</a>      |
| 23.X330         | Journalism II        | 282M         | Journalism II             | 2005 Fall 2016 Spring    | Active <a href="#">edit</a> <a href="#">delete</a>      |
| 23.X340         | Advanced Composition | 264F         | Composition Theory        | 2004 Fall 2016           | Active <a href="#">edit</a> <a href="#">delete</a>      |
| 23.X340         | Advanced Composition | 264M         | Composition Theory        | 2004 Fall 2016           | Summ Active <a href="#">edit</a> <a href="#">delete</a> |
| 23.X340         | Advanced Composition | 265F         | Composition Theory Honors | 2004 Fall 2016           | Summ Active <a href="#">edit</a> <a href="#">delete</a> |
| 23.X340         | Advanced Composition | 265M         | Composition Theory Honors | 2004 Fall 2016           | Summ Active <a href="#">edit</a> <a href="#">delete</a> |
| 23.X340         | Advanced Composition | ENGL11       | Advance Composition       | 2016 Fall 2020           | Summ Active <a href="#">edit</a> <a href="#">delete</a> |
| 23.X350         | Journalism III       | 283F         | Journalism III            | 2004 Fall 2016           | Summ Active <a href="#">edit</a> <a href="#">delete</a> |
| 23.X350         | Journalism III       | 283M         | Journalism III            | 2004 Fall 2016           | Summ Active <a href="#">edit</a> <a href="#">delete</a> |
| 23.X360         | Journalism IV        | 284F         | Journalism IV             | 2004 Fall 2016           | Summ Active <a href="#">edit</a> <a href="#">delete</a> |
| 23.X360         | Journalism IV        | 284M         | Journalism IV             | 2004 Fall 2016           | Summ Active <a href="#">edit</a> <a href="#">delete</a> |

Course added once created and saved.

Can edit or delete the course.



# Transcripts Tab in STARS



# Upload Transcripts

- Must extract the transcript file from your Student Information System (SIS)
  - SIS examples: PowerSchool, RenWeb, MySchoolWorx, Capture and Edit (GSFC)
- Go to the Transcripts tab and click on the Upload Transcript tab
- Browse for the transcript file just extracted, highlight the file, double click on it and it should display in the box and then, click “Upload File”
- All uploaded files must be in the correct file format and have the extension .txt or .trs
- Uploaded files will process and calculate for HOPE eligibility each business day
  - At 11 a.m. and after midnight
  - HOPE GPA, Transcripts and Transcript Administration Application tabs will not be accessible while files are processing

# Upload Transcripts

- + [HOPE GPA](#)
- + [Update Student Information](#)
- + [Dual Enrollment](#)
- + [School Information](#)
- + [Software Downloads](#)
- + [Documentation](#)
- + [Inbox](#)
- + [Reports](#)
- + [FAFSA Completion Data](#)
- [Transcripts](#)
  - Upload Transcripts**
  - [View Transcripts](#)
  - [Edit Transcripts](#)
  - [Release Transcripts](#)
  - [Fulfill Student Transcript Request](#)
  - [Uploaded Transcripts History](#)
  - [Released Transcripts History](#)
  - [Search Transcripts for Previous Year\(s\)](#)
- + [Transcript Administration Application](#)
- + [Valedictorian Reception Form](#)

Back

STARS

## Upload Transcripts

**Upload Your Transcripts**

The upload process only accepts .txt and .trs file types

By clicking the button labeled 'Browse...', it will allow you to select the file you would like to upload. Once you have selected the file, click the button labeled 'Upload File'.

C:\Program Files\HSTranscript\HSTrans **Browse...**

Upload File Cancel

Click the "Browse" button, highlight the file and double click on the file. It should display the file here for uploading.

Once the file is chosen, click here to upload. The "successful" message should display unless there is an error with the file type.

# Upload Transcripts

- After clicking on the “Upload File”, the success message should appear unless there is a problem with the file type. If there is an error, change file extension to .txt or .trs and re-upload.

- + [HOPE GPA](#)
- + [Update Student Information](#)
- + [Dual Enrollment](#)
- + [School Information](#)
- + [Software Downloads](#)
- + [Documentation](#)
- + [Inbox](#)
- + [Reports](#)
- + [FAFSA Completion Data](#)
- [Transcripts](#)
  - Upload Transcripts
  - View Transcripts
  - Edit Transcripts
  - Release Transcripts
  - Fulfill Student Transcript Request
  - Uploaded Transcripts History
  - Released Transcripts History
  - Search Transcripts for Previous Year(s)
- + [Transcript Administration](#)
- + [Application](#)
- + [Valedictorian Reception Form](#)

The screenshot shows the STARS 'Upload Transcripts' page. At the top, there is a 'Back' link and the text 'STARS' and 'Upload Transcripts'. Below this, a modal dialog box is displayed. The dialog has a blue header with the text 'Transcript file uploaded successfully' circled in red. Below the header, the text reads: 'Upload Your Transcripts. The upload process only accepts .txt and .trs file types. By clicking the button labeled 'Browse...', it will allow you to select the file you would like to upload. Once you have selected the file, click the button labeled 'Upload File'.' The dialog contains a file input field with a 'Browse...' button to its right. At the bottom of the dialog, there are two buttons: 'Upload File' and 'Cancel'.

# Uploaded Transcript History

- Displays students uploaded transcripts by date range.
- Only the *current* processing year transcripts will be displayed.
  - Only the most recent uploaded transcripts will display if uploaded multiple times
  - Can sort information in ascending or descending order by the columns
  - Can search students by first and/or last name
- After the uploaded files are processed and calculated at 11 a.m. and after midnight, the transcripts will show in the history.

# Upload Transcript History

- + [HOPE GPA](#)
- + [Update Student Information](#)
- + [Dual Enrollment](#)
- + [School Information](#)
- + [Software Downloads](#)
- + [Documentation](#)
- + [Inbox](#)
- + [Reports](#)
- + [FAFSA Completion Data](#)
- [Transcripts](#)
  - Upload Transcripts
  - View Transcripts
  - Edit Transcripts
  - Release Transcripts
  - Fulfill Student Transcript Request
  - Uploaded Transcripts History**
  - Released Transcripts History
  - Search Transcripts for Previous Year(s)
- + [Transcript Administration Application](#)
- + [Valedictorian Reception Form](#)

Back

STARS

Uploaded Transcripts History

- Only the CURRENT processing year transcripts will be displayed.
- If you uploaded a student's transcript multiple times, only the most recent transcript will be displayed.
- By clicking on the Column Headers, you can sort the list in ascending or descending order.

You must enter the start and end date parameters to pull this report

Start Date:  End Date:  Get Report

Show  entries Search:

| Name      | DOB        | SSN         | Transcript Type | Grade Level | Date Uploaded |
|-----------|------------|-------------|-----------------|-------------|---------------|
| ABBOTT, K | 08/20/2000 | XXX-XX-XXXX | Underclass      | 10          | 06/06/2018    |
| ACREB, J  | 05/24/2001 | XXX-XX-XXXX | Underclass      | 10          | 06/06/2018    |
| ADAMS, A  | 01/15/2001 | XXX-XX-XXXX | Underclass      | 10          | 06/06/2018    |
| ADAMS, J  | 11/05/2000 | XXX-XX-XXXX | Underclass      | 10          | 06/06/2018    |
| ADAMS, M  | 07/26/2003 | XXX-XX-XXXX | Underclass      | 9           | 06/06/2018    |

Column Headers

Chose Date Range and click "Get Report" to display your students.

First and/or Last Name search

# View Transcripts

- View students transcripts for the *current* processing year
- Only most recently uploaded transcript will display if uploaded multiple times
- Screen displays students in alphabetical order by last name
- Students can be searched by:
  - First character of the last name
  - Student's first and/or last name(s) (Search box)
  - Last name/SSN
  - Date range
- “Last name begins with” field must be blank in order for all the uploaded students to display based on the date range
- Can sort information on students in ascending or descending order by the columns

# View Transcripts

- + HOPE GPA
- + [Update Student Information](#)
- + [Dual Enrollment](#)
- + [School Information](#)
- + [Software Downloads](#)
- + [Documentation](#)
- + [Inbox](#)
- + [Reports](#)
- + [FAFSA Completion Data](#)
- [Transcripts](#)
  - [Upload Transcripts](#)
  - [View Transcripts](#)**
  - [Edit Transcripts](#)
  - [Release Transcripts](#)
  - [Fulfill Student Transcript Request](#)
  - [Uploaded Transcripts History](#)
  - [Released Transcripts History](#)
  - [Search Transcripts for Previous Year\(s\)](#)
  - + [Transcript Administration Application](#)
  - + [Valedictorian Reception Form](#)

Back

## STARS

### View Transcripts

• Only the CURRENT processing year transcripts will be displayed.  
 • If you uploaded a student's transcript multiple times, only the most recent transcript will be displayed.  
 • By clicking on the Column Headers, you can sort the list in ascending or descending order.

Last Name Begins with : 
Transcripts uploaded from  through 

[Refresh](#)

or Search by Last Name/SSN 

 Default search is for students with Last Name begin with "A".  
 Please change the search criterias for other selections and click on the refresh button

Show  entries Search:

| Name       | SSN         | Grade Level | Transcript Type | View |
|------------|-------------|-------------|-----------------|------|
| [REDACTED] | XXX-XX-XXXX | 10          | Underclass      |      |
| [REDACTED] | XXX-XX-XXXX | 10          | Underclass      |      |
| [REDACTED] | XXX-XX-XXXX | 10          | Underclass      |      |
| [REDACTED] | XXX-XX-XXXX | 10          | Underclass      |      |
| [REDACTED] | XXX-XX-XXXX | 9           | Underclass      |      |
| [REDACTED] | XXX-XX-XXXX | 11          | Underclass      |      |

Search by First Character of Last Name or Last Name/SSN.

Search by Date Range and First and/or Last Name.

Column Headers

Columns can be ordered in ascending or descending order.

Can view transcript that was recently uploaded here.

# View Transcripts

## Official Transcript: 6/25/2018



State Student ID: [REDACTED]  
 Student SSN: [REDACTED]  
 Student Status: E  
 Graduation Date:  
 Diploma Type:  
 GPA(1): 89.829 GPA(C): 89.829  
 Class Rank: 12/113  
 Entry Date: 08/02/2016  
 Transcript Type: Underclass  
 Grade Level: 10

**Elective**  
 17.0110000 HEALTH 16/2 90 0.50  
 21.4410080 FOUNDMANUF&MATERIALSSCIENCEY 16/4 91 1.00  
 36.0510000 PERSONAL FITNESS 16/4 98 0.50 M  
 21.4450080 ROBOTICS&AUTOMATED SYS Y 17/4 97 1.00  
**Subject Area Credit: 3.00**

**English**  
 23.0610083 HONORS 9TH GRADE LIT/COMP Y 16/4 90 1.00  
 23.0620083 HONORS 10TH GRADE LIT/COMP Y 17/4 90 1.00  
**Subject Area Credit: 2.00**

**Foreign Language**  
 60.0710082 SPANISH IY 15/4 94 1.00 M  
 60.0720082 SPANISH IY 16/4 83 1.00  
 60.0730083 HONORS SPANISH IIIY 17/4 91 1.00  
**Subject Area Credit: 3.00**

WI Yr/Term Gr Other Cr CI POS

| WI                    | Yr/Tm | Gr | Other | Cr                          | CI          | POS    |
|-----------------------|-------|----|-------|-----------------------------|-------------|--------|
| <b>Mathematics</b>    |       |    |       |                             |             |        |
|                       |       |    |       | 15/4                        | 90          | 1.00 M |
|                       |       |    |       | 16/4                        | 90          | 1.00   |
|                       |       |    |       | 17/4                        | 78          | 1.00   |
|                       |       |    |       | <b>Subject Area Credit:</b> | <b>3.00</b> |        |
| <b>Science</b>        |       |    |       |                             |             |        |
|                       |       |    |       | 15/4                        | 91          | 1.00 M |
|                       |       |    |       | 16/4                        | 86          | 1.00   |
|                       |       |    |       | 17/4                        | 89          | 1.00   |
|                       |       |    |       | <b>Subject Area Credit:</b> | <b>3.00</b> |        |
| <b>Social Studies</b> |       |    |       |                             |             |        |
|                       |       |    |       | 16/2                        | 91          | 0.50   |
|                       |       |    |       | 16/4                        | 84          | 0.50   |
|                       |       |    |       | 17/2                        | 94          | 0.50   |
|                       |       |    |       | 17/4                        | 100         | 0.50   |
|                       |       |    |       | 17/4                        | 85          | 0.50   |
|                       |       |    |       | 17/4                        | 91          | 1.00   |
|                       |       |    |       | <b>Subject Area Credit:</b> | <b>3.50</b> |        |

### Weighting Indicator Key:

**Grade Letter Key:**  
 (not used in GPA calculations)  
 I - Incomplete  
 NC - Audit

### Term Letter Key:

S1 = Semester 1 Courses with End of Course Test  
 15 = Semester 1 Courses with an Exam Grade  
 ES = Evening School  
 S2 = Semester 2 Courses with End of Course Test  
 25 = Semester 2 Courses with Exam Grade  
 FY = Full Year courses with End of Course Test  
 YL = Full Year Courses with an Exam Grade  
 SS = SummerSchool  
 Y = Year Long  
 Q1 = Quarter 1  
 Q2 = Quarter 2  
 Q3 = Quarter 3  
 Q4 = Quarter 4  
 EX1 = Exam 1 EOCT 15%  
 EX3 = Exam 3 EOCT 15%  
 EX2 = Exam 2 EOCT 20%  
 EX4 = Exam 4 EOCT 20%  
 FG = Final Grade  
 ZZ = FinGr  
 E2 = Exam 2  
 1 = Quarter 1  
 2 = Semester 1

### Grading Scale:

**Semester 1 Courses with End of Course Test 2003 - SummerSchool 2020**  
 A: (4) 90 - 100  
 B: (3) 80 - 89  
 C: (2) 75 - 79  
 D: (1) 70 - 74  
 F: (0) 0 - 69

### Credit Indicator Key:

M - MS course for HS credit  
 M5 - M5 credit for HS course  
 DX - Non-degree level MOWR course

### POS Key:

R = Required  
 C = Core  
 E = Elective  
 For the appropriate program of study (POS)

- After clicking , click "Open" to view the transcript

# Edit Transcripts

- Student transcript(s) can be edited by the high school counselor with editing rights
- Students can be searched by:
  - First character of the last name
  - Student's first or last name/SSN
  - Date range
- “Last name begins with” field must be blank in order for all the uploaded students to display based on the date range
- Can sort information on students in ascending or descending order by the columns
- Edit student information by selecting icon, 

# Edit Transcripts

Navigation Menu:

- HOPE GPA
- Update Student Information
- Dual Enrollment
- School Information
- Software Downloads
- Documentation
- Inbox
- Reports
- FAFSA Completion Data
- Transcripts
  - Upload Transcripts
  - View Transcripts
  - Edit Transcripts
  - Release Transcripts
  - Fulfill Student Transcript Request
  - Uploaded Transcripts History
  - Released Transcripts History
  - Search Transcripts for Previous Year(s)
- Transcript Administration
  - Application
  - Valedictorian Reception Form

STARS Edit Transcripts

Only the CURRENT processing year transcripts will be displayed.  
If you uploaded a student's transcript multiple times, only the most recent transcript will be displayed.  
By clicking on the Column Headers, you can sort the list in ascending or descending order.

Last Name Begins with: [v] Transcripts uploaded from 05/01/2018 through 09/07/2018

or Search by Name/SSN [input] [refresh]

Show 10 entries

| Name                 | Date of Birth | SSN     | Grade Level | Transcript Type | Edit        |
|----------------------|---------------|---------|-------------|-----------------|-------------|
| POOL, [input]        | 06/20/1996    | [input] | 11          | Underclass      | [edit icon] |
| HUMPHREYS, [input]   | 01/10/1997    | [input] | 11          | Underclass      | [edit icon] |
| MEJIA ORTIZ, [input] | 11/19/1997    | [input] | 10          | Underclass      | [edit icon] |
| COOK, [input]        | 01/25/1998    | [input] | 10          | Underclass      | [edit icon] |

- If the transcript record has not been verified, then the following fields can be edited:
  - Student's first and/or last name
  - Date of Birth
  - SSN
- The transcript record can be deleted only if it has not been verified

# Edit Transcripts

- + HOPE GPA
- + Update Student Information
- + Dual Enrollment
- + School Information
- + Software Downloads
- + Documentation
- + Inbox
- + Reports
- + FAFSA Completion Data
- Transcripts
  - Upload Transcripts
  - View Transcripts
  - Edit Transcripts**
  - Release Transcripts
  - Fulfill Student Transcript Request
  - Uploaded Transcripts History
  - Released Transcripts

Back

STARS

## Edit Transcripts

| Delete                   | First Name           | Last Name            | Date of Birth | SSN                  |
|--------------------------|----------------------|----------------------|---------------|----------------------|
| <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | 12/24/1999    | <input type="text"/> |

Update Transcript Record

These four fields can be edited only if the student's transcript has not been verified. Once edited, click "Update Transcript Record" to save changes.

The transcript can be deleted by placing a check in the box and clicking on "Update Transcript Record".

# Release Transcripts

- Students request that the high school counselor release their *current processing year* transcript to postsecondary institution(s) or the NCAA
- Students can be searched by:
  - First character of the last name
  - Last name/SSN
  - Date range
- Can sort information on students in ascending or descending order by the columns
- Must have a SSN in order to release the transcript
- Can select up to six (6) eligible postsecondary institutions at a time

# Release Transcripts

- [HOPE GPA](#)
- [Update Student Information](#)
- [Dual Enrollment](#)
- [School Information](#)
- [Software Downloads](#)
- [Documentation](#)
- [Inbox](#)
- [Reports](#)
- [FAFSA Completion Data](#)
- [Transcripts](#)
- [Upload Transcripts](#)
- [View Transcripts](#)
- [Edit Transcripts](#)
- [Release Transcripts](#)
- [Fulfill Student Transcript Request](#)
- [Uploaded Transcripts History](#)
- [Released Transcripts History](#)
- [Search Transcripts for Previous Year\(s\)](#)
- [Transcript Administration Application](#)
- [Valedictorian Reception Form](#)

Back

## STARS

### Release Transcripts

• Only the CURRENT processing year transcripts will be displayed.  
 • If you uploaded a student's transcript multiple times, only the most recent transcript will be displayed.  
 • By clicking on the Column Headers, you can sort the list in ascending or descending order.

Last Name Begins with:

or Search by Last Name/SSN

Transcripts uploaded from  through

Default search is for students with Last Name begin with "A". Please change the search criterias for other selections and click on the refresh button

Show  entries

| Select to Release                   | Name                      | Grade Level | SSN    | Release to School                    | NCAA                     |
|-------------------------------------|---------------------------|-------------|--------|--------------------------------------|--------------------------|
| <input checked="" type="checkbox"/> | ABRAHAM BALDWIN           | 10          | XXX-XX | ABRAHAM BALDWIN AGRICULTURAL COLLEGE | <input type="checkbox"/> |
| <input type="checkbox"/>            | AGNES SCOTT               | 10          | XXX-XX | AGNES SCOTT COLLEGE                  | <input type="checkbox"/> |
| <input type="checkbox"/>            | ALBANY STATE              | 11          | XXX-XX | ALBANY STATE UNIVERSITY              | <input type="checkbox"/> |
| <input type="checkbox"/>            | ALBANY TECHNICAL          | 11          | XXX-XX | ALBANY TECHNICAL COLLEGE             | <input type="checkbox"/> |
| <input type="checkbox"/>            | AMERICAN INTERCONTINENTAL | 10          | XXX-XX | AMERICAN INTERCONTINENTAL UNIVERSITY | <input type="checkbox"/> |
| <input type="checkbox"/>            | ANDREW COLLEGE            | 11          | XXX-XX | ANDREW COLLEGE                       | <input type="checkbox"/> |

Showing 1 to 25 of 62 entries

Previous 1 2 3 Next

# Fulfill Student Transcript Request

- Student transcript requests submitted electronically through GAfutures for the high school counselors to approve or deny
- Student receives My GAfutures message via GAfutures account
- The high school counselor has the right to approve or deny the online request
  - If denied, the counselor should add comments to be viewed by student
  - If approved, the transcript is processed overnight and sent to the eligible postsecondary institution(s) and the student will get a confirmation the next day
- Students can request multiple transcripts prior to the original request being fulfilled. At this time, the school counselors do not receive emails from GAfutures notifying them of a student transcript request. As a best practice, schools should designate certain officials to monitor this screen on a daily/weekly basis. This practice will help reduce the amount of duplicate student transcript requests.

# Fulfill Student Transcript Request

- “Last name begins with” field must be blank in order for all the uploaded students to display based on the date range
- Can sort information on students in ascending or descending order by the column

The screenshot shows the 'Fulfill Student Transcript Request' page in the STARS system. The interface includes a sidebar with navigation links, a search and filter section, and a table of student requests. Red boxes and arrows highlight key features: the 'First Character of Last Name or Last Name/SSN' search field, the 'Date Range' filter, the 'Column Headers' for sorting, the 'Aprv' and 'Deny' action buttons, and the 'Release/Deny Transcripts' button at the bottom.

**Annotations:**

- First Character of Last Name or Last Name/SSN:** Points to the search input field.
- Date Range:** Points to the date range filter (05/01/2018 through 09/07/2018).
- Column Headers:** Points to the table headers: Aprv, Deny, Comments, Name, DOB, SSN, Date Received, Release to Schools.
- Aprv Deny:** Points to the radio buttons for approving or denying a request.
- Release/Deny Transcripts:** Points to the button at the bottom of the page.

| Aprv                             | Deny                             | Comments                    | Name       | DOB        | SSN        | Date Received | Release to Schools          |
|----------------------------------|----------------------------------|-----------------------------|------------|------------|------------|---------------|-----------------------------|
| <input checked="" type="radio"/> | <input type="radio"/>            |                             | [REDACTED] | 3/4/2000   | [REDACTED] | 6/30/2018     | AUGUSTA UNIVERSITY          |
| <input type="radio"/>            | <input checked="" type="radio"/> | Student owes library fines. | [REDACTED] | 12/16/1999 | [REDACTED] | 6/29/2018     | AUGUSTA UNIVERSITY          |
| <input type="radio"/>            | <input type="radio"/>            |                             | [REDACTED] | 10/31/2000 | [REDACTED] | 9/5/2018      | GEORGIA SOUTHERN UNIVERSITY |
| <input type="radio"/>            | <input type="radio"/>            |                             | [REDACTED] | 4/13/2000  | [REDACTED] | 6/18/2018     | GEORGIA STATE UNIVERSITY    |

Showing 1 to 10 of 11 entries

Previous 1 2 Next

# Fulfill Student Transcript Request

- Once the high school counselor approves or denies the request, the student will get one of the following messages:

If approved...

- Your transcript transfer request for ALBANY STATE UNIVERSITY has been processed and sent to school.

If denied...

- Your transcript transfer request for ABRAHAM BALDWIN AGRICULTURAL COLLEGE has been rejected. (Pay your library fines first). This comment in parenthesis was entered by the high school counselor before denying the transcript request.

# Search Transcripts for Previous Year(s)

- Search *previous graduation year* students to send transcripts to eligible postsecondary institutions
- If student transcript not found, search the following academic year
  - Any transcripts uploaded after the deadline will be found in the next graduation year

- HOPE GPA
- Update Student Information
- Dual Enrollment
- School Information
- Software Downloads
- Documentation
- Inbox
- Reports
- FAFSA Completion Data
- Transcripts
  - Upload Transcripts
  - View Transcripts
  - Edit Transcripts
  - Release Transcripts
  - Fulfill Student Transcript Request
  - Uploaded Transcripts History
  - Released Transcripts History
  - Search Transcripts for Previous Year(s)
- Transcript Administration Application
- Valedictorian Reception Form

Back

STARS

Search Transcripts for Previous Year(s)

Enter student SSN:

Select Graduation Year:

Get Prior Year

- 2017
- 2016
- 2015
- 2014
- 2013
- 2012
- 2011

# Search Transcripts for Previous Year(s)

- Check box under “Select to Release” and select up to six (6) eligible postsecondary institutions at a time

HOPE GPA  
Update Student Information  
Dual Enrollment  
School Information  
Software Downloads  
Documentation  
Inbox  
Reports  
FAFSA Completion Data  
Transcripts  
Upload Transcripts  
View Transcripts  
Edit Transcripts  
Release Transcripts  
Fulfill Student Transcript Request  
Uploaded Transcripts History  
Released Transcripts History  
Search Transcripts for Previous Year(s)  
Transcript Administration Application  
Valedictorian Reception Form

Back

STARS

Search Transcripts for Previous Year(s)

Enter student SSN:

Select Graduation Year: 2018

| Select to Release                   | Name                       | Grade Level | SSN                          | Release to School   |
|-------------------------------------|----------------------------|-------------|------------------------------|---|
| <input checked="" type="checkbox"/> | GLENN <input type="text"/> | 12          | XXX-XX- <input type="text"/> | AGNES SCOTT COLLEGE, ALBANY STATE UNIVERSITY<br>Select Up to 6 schools <input type="button" value="x"/><br><input type="checkbox"/> ABRAHAM BALDWIN AGRICULTURAL COLLEGE<br><input checked="" type="checkbox"/> AGNES SCOTT COLLEGE<br><input checked="" type="checkbox"/> ALBANY STATE UNIVERSITY<br><input type="checkbox"/> ALBANY TECHNICAL COLLEGE<br><input type="checkbox"/> AMERICAN INTERCONTINENTAL UNIVERSITY<br><input type="checkbox"/> ANDREW COLLEGE<br><input type="checkbox"/> ARGOSY UNIVERSITY |

To release, click in the box and then, click "Release Transcripts".

Release Transcripts

# Released Transcript History

- View student transcripts released to eligible postsecondary institutions or NCAA by date range
- Displays all transcripts that were released, fulfilled and requested for a previous year(s)
- Shows all released transcripts after an overnight process at 4 a.m. except for holidays

The screenshot shows the 'Released Transcripts History' page in the STARS system. The page includes a navigation menu on the left, a header with 'STARS Released Transcripts History', and a main content area with filters and a data table. Red boxes and arrows highlight key features: 'Column Headers' points to the table's header row; 'Chose Date Range and click "Get Report" to display your students.' points to the date input fields and the 'Get Report' button; 'First and/or Last Name search' points to the search input field.

**Navigation Menu:**

- HOPE GPA
- Update Student Information
- Dual Enrollment
- School Information
- Software Downloads
- Documentation
- Inbox
- Reports
- FAFSA Completion Data
- Transcripts
  - Upload Transcripts
  - View Transcripts
  - Edit Transcripts
  - Release Transcripts
  - Fulfill Student Transcript Request
  - Uploaded Transcripts History
  - Released Transcripts History**
  - Search Transcripts for Previous Year(s)
- Transcript Administration Application
- Valedictorian Reception Form

**STARS Released Transcripts History**

- Only the CURRENT processing year transcripts will be displayed.
- By clicking on the Column Headers, you can sort the list in ascending or descending order.

**You must enter the start and end date parameters to pull this report**

Start Date: 05/01/2018 End Date: 09/07/2018

Show 10 entries

Search:

| Name       | DOB        | SSN        | Date Received | Date Processed | Released To                | Released By |
|------------|------------|------------|---------------|----------------|----------------------------|-------------|
| [REDACTED] | 06/14/2000 | [REDACTED] | 06/11/2018    | 06/12/2018     | GEORGIA HIGHLANDS COLLEGE  | [REDACTED]  |
| [REDACTED] | 06/14/2000 | [REDACTED] | 07/05/2018    | 07/06/2018     | GEORGIA HIGHLANDS COLLEGE  | [REDACTED]  |
| [REDACTED] | 01/28/2000 | [REDACTED] | 05/02/2018    | 05/03/2018     | SAVANNAH TECHNICAL COLLEGE | [REDACTED]  |



# HOPE GPA Verification Process



# Top 5 Transcript Process Issues

- Student records uploaded previously under a different SSN (Inbox error)
- Student records uploaded 'AFTER' verification (Inbox error)
- Student record exists under another CEEB (Inbox error)
- General Transcript errors (blank course information, term code not matching school rules/profile, missing grades etc.) (HOPE error report)
- Final Transcripts uploaded without a valid graduation date in the past, enrollment status of 'G' (Graduated) and diploma type of 'C' (College Prep) or 'G' (General) will upload as a Preliminary transcript in the system and if there is already a Preliminary transcript verified in the system, then the transcript will reject (HOPE Inbox error)

# Detailed Student Calculation Report

- Once a transcript file has uploaded and processed, the students should show on this report.
- If student(s) missing from this report, check the School Inbox for rejections.
- If student(s) showing on this report with a 0.00 GPA, check the Error Report for errors and/or the Ineligible POS/Diploma Type Report.
- Be aware that this report along with **ALL** other reports under the HOPE GPA tab displays according to the “Select report version.”
- “Select report version” allows the current year Preliminary and Final GPA Calculations and also any previous years Final Calculations dating back to 2007 to be viewed.

# Detailed Student Calculation Report

- HOPE GPA
  - HOPE GPA Reports
  - HOPE Progress Reports
  - Update Student Records with missing SSN
  - Update Student Information
  - Dual Enrollment
  - School Information
  - Software Downloads
  - Documentation
  - Inbox
  - School Selection
  - Reports
  - FAFSA Completion Data
  - Transcripts
  - Transcript Administration
  - Application
  - REACH

Back

## STARS

### HOPE GPA Reports

Select report version:

2019 GPA Calculation Reports - Preliminary

2019 GPA Calculation Reports - Final

2018 GPA Calculation Reports - Final

2017 GPA Calculation Reports - Final

2016 GPA Calculation Reports - Final

2015 GPA Calculation Reports - Final

2014 GPA Calculation Reports - Final

2013 GPA Calculation Reports - Final

2012 GPA Calculation Reports - Final

2011 GPA Calculation Reports - Final

2010 GPA Calculation Reports - Final

2009 GPA Calculation Reports - Final

2008 GPA Calculation Reports - Final

2007 GPA Calculation Reports - Final

| Report   |                           |                             |
|--|---------------------------|-----------------------------|
| HOPE Eligible Scholars Report                              |                           |                             |
| HOPE Ineligible Report                                     |                           |                             |
| HOPE GPA Calculation: Detailed Student Calculations Report | T                         |                             |
| HOPE GPA Calculation: Error Report                         |                           |                             |
| HOPE GPA Calculation: School Rules Report                  | <a href="#">Text File</a> | <a href="#">View Report</a> |
| Students Uploaded Without SSNs Report                      | <a href="#">Text File</a> | <a href="#">View Report</a> |
| HOPE GPA Calculation: Students with Ineligible POS         | <a href="#">Text File</a> | <a href="#">View Report</a> |
| HOPE GPA Calculation: Error Code Description Report        | <a href="#">Text File</a> | <a href="#">View Report</a> |

# Detailed Student Calculation Report

- Displays not only the calculated HOPE GPA, but also their HOPE eligibility and the reason the student may or may not be eligible.
- HOPE eligibility can be one of the following based on the transcript file calculated:
  - Yes – Student is eligible for HOPE or Zell Miller based on GPA and SAT or ACT scores
  - No/GPA – Student is not eligible based on GPA not being at least a 3.0 or higher
  - No/Rigor – Student is not eligible based on rigor requirements which is four (4) rigor courses not being met if graduate after May 1, 2017
  - No/GPA & Rigor – Student is not eligible based on GPA and Rigor requirements
- Review and confirm the courses, grades and calculated HOPE GPA are completed and correct for each student.
- List student in ascending or descending order by GPA.
- Can print the list of students by clicking on “Show printer friendly”

# Detailed Student Calculation Report

- HOPE GPA
  - HOPE GPA Reports
  - HOPE Progress Reports
  - Update Student Records with missing SSN
- + Update Student Information
- + Dual Enrollment
- + School Information
- + Software Downloads
- + Documentation
- + Inbox
- + School Selection Reports
- + FAFSA Completion Data
- + Transcripts

Back

STARS

**2018 HOPE GPA Calculation: Detailed Student Calculations Report - Final**

2018 HOPE GPA Calculation: Detailed Student Calculations Report - Final

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [Y](#) [Z](#)

Total records: 519 Order by GPA Descending [Show printer friendly](#)

| #   | SSN      | Student ID | Name       | GPA    | Eligible/Reason |                        |
|-----|----------|------------|------------|--------|-----------------|------------------------|
| 374 | ****1127 | [REDACTED] | [REDACTED] | 3.9659 | Yes             | <a href="#">Detail</a> |
| 375 | ****6854 | [REDACTED] | [REDACTED] | 2.5853 | No/GPA          | <a href="#">Detail</a> |
| 376 | ****7782 | [REDACTED] | [REDACTED] | 3.5000 | Yes             | <a href="#">Detail</a> |

Columns display the HOPE Calculated GPAs and eligible status for each student.

- HOPE GPA
  - HOPE GPA Reports
  - HOPE Progress Reports
  - Update Student Records with missing SSN
- + Update Student Information
- + Dual Enrollment
- + School Information
- + Software Downloads
- + Documentation
- + Inbox
- + School Selection Reports
- + FAFSA Completion Data
- + Transcripts

Back

STARS

**2018 HOPE GPA Calculation: Detailed Student Calculations Report - Final**

2018 HOPE GPA Calculation: Detailed Student Calculations Report - Final

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [Y](#) [Z](#)

Total records: 519 Order by GPA Descending [Show printer friendly](#)

| # | SSN      | Student ID | Name       | GPA    | Eligible/Reason |                        |
|---|----------|------------|------------|--------|-----------------|------------------------|
| 1 | ****3926 | [REDACTED] | [REDACTED] | 1.6354 | No/GPA          | <a href="#">Detail</a> |
| 2 | ****7171 | [REDACTED] | [REDACTED] | 2.4750 | No/GPA          | <a href="#">Detail</a> |
| 3 | ****9516 | [REDACTED] | [REDACTED] | 2.8070 | No/GPA          | <a href="#">Detail</a> |

# Detailed Student Calculation Report

- When clicking “Detail” for a student, the detailed transcript will display



- If the calculated transcript needs to be printed, click on “Show printer friendly”

- HOPE GPA
  - HOPE GPA Reports
  - HOPE Progress Reports
  - Update Student Records with missing SSN
- Update Student Information
- Dual Enrollment
- School Information
- Software Downloads
- Documentation
- Inbox
- Reports
- FAFSA Completion Data
- Transcripts
- Transcript Administration Application

Back

STARS

**2018 HOPE GPA Calculation: Detailed Student Calculations Report, HOPE GPA**

**Calculation: Detailed Student Calculations Report**

**Detailed Student Calculations Report**

[Understanding the HOPE GPA Detailed Report](#)

School Ceeb: [redacted] [redacted] Date received: 05/28/2018

Stud Id: [redacted] SSN: \*\*\*\*5077 [redacted] Diploma Type: G Grade Level: 12 Final GPA 3.9838

Page 1 [Show printer friendly](#)

| # | Courses Excluded from GPA Calculation | Year | Term | Course Number | Course Description | Rigor Course | Credits Attempted | Credit Qualifier | Grade Awarded | Weighting Indicator | Points Subtracted Due to Weighting Indicator | Unweighted Grade | Convert to 4.0 Scale | Re-Weight AP/IB | 4.0 Scale Weighted Grade | Grade Multiplied by Credits Attempted |
|---|---------------------------------------|------|------|---------------|--------------------|--------------|-------------------|------------------|---------------|---------------------|--|------------------|----------------------|-----------------|--------------------------|---------------------------------------|
| 1 | *                                     | 2014 | S1   | 07.4413000    | INTRO BUSI TECH    |              |                   |                  | 095           |                     |  | 0.0000           |                      |                 |                          | 0.0000                                |
| 2 |                                       | 2014 | S1   | 26.2620011    | AP ENV SC GF       | R            | 0.5               |                  | 100           | AP                  | 10   | 90.0000          | 4                    | 0.5             | 4                        | 2.0000                                |
| 3 |                                       | 2014 | S1   | 27.2977000    | ACCEL PRECAL GF    | R            | 1                 |                  | 092           |                     |  | 92.0000          | 4                    |                 | 4                        | 4.0000                                |

# Detailed Student Calculation Report

Printer Friendly View - Internet Explorer

Print Report

Detailed Student Calculations Report

[Understanding the HOPE GPA Detailed Report](#)

School Ceeb: XXXXXXXXXX Date received: 05/28/2018

Stud Id: XXXXXXXXXX SSN: \*\*\*5077 XXXXXXXXXX Diploma Type: G Grade Level: 12 Final GPA 3.9838

Page 1

| #  | Courses Excluded from GPA Calculation | Year | Term | Course Number | Course Description | Rigor Course | Credits Attempted | Credit Qualifier | Grade Awarded | Weighting Indicator | Points Subtracted Due to Weighting Indicator | Unweighted Grade | Convert to 4.0 Scale | Re-Weight AP/IB | 4.0 Scale Weighted Grade | Grade Multiplied by Credits Attempted |
|----|---------------------------------------|------|------|---------------|--------------------|--------------|-------------------|------------------|---------------|---------------------|--|------------------|----------------------|-----------------|--------------------------|---------------------------------------|
| 1  | *                                     | 2014 | S1   | 07.4413000    | INTRO BUSI TECH    |              |                   |                  | 095           |                     |  | 0.0000           |                      |                 |                          | 0.0000                                |
| 2  |                                       | 2014 | S1   | 26.2620011    | AP ENV SC GF       | R            | 0.5               |                  | 100           | AP                  | 10   | 90.0000          | 4                    | 0.5             | 4                        | 2.0000                                |
| 3  |                                       | 2014 | S1   | 27.2977000    | ACCEL PRECAL GF    | R            | 1                 |                  | 092           |                     |  | 92.0000          | 4                    |                 | 4                        | 4.0000                                |
| 4  |                                       | 2014 | S1   | 45.2770011    | AP HUM GEO GF      | R            | 0.5               |                  | 105           | AP                  | 10   | 95.0000          | 4                    | 0.5             | 4                        | 2.0000                                |
| 44 |                                       | 2018 | S2   | 27.2790002    | NUMBER THEORY GF   | R            | 0.5               |                  | 102           |                     |  | 102.0000         | 4                    |                 | 4                        | 2.0000                                |
| 45 |                                       | 2018 | S2   | 40.2590012    | AP CHEM GF         | R            | 0.5               |                  | 103           | AP                  | 10   | 93.0000          | 4                    | 0.5             | 4                        | 2.0000                                |
| 46 |                                       | 2018 | S2   | 45.2520012    | AP AM GOV GF       | R            | 0.5               |                  | 104           | AP                  | 10   | 94.0000          | 4                    | 0.5             | 4                        | 2.0000                                |
| 47 |                                       | 2018 | S2   | 45.2620012    | AP MACRECON GF     | R            | 0.5               |                  | 109           | AP                  | 10   | 99.0000          | 4                    | 0.5             | 4                        | 2.0000                                |

Total Credits Attempted: 31.0  
 Total Credits for Rigor: 26  
 Total Grade Multiplied by Credits Attempted: 123.5000

Courses Excluded from GPA Calculation Key:

- \* Not a core course
- \*\* Credit qualified course
- \*\*\* Grade qualified course
- X Rejected Course

# Inbox Reject Transcript Report

- Displays a list of rejections for both seniors and underclass students
- Most rejections are resolved by changes being made to the student's file in the SIS
- Some SSN conflict with another high school will require e-mailing us at **TrEx@gsfc.org**
- Once resolved, the student's file will need to be upload again

- HOPE GPA
- Update Student Information
- Dual Enrollment
- School Information
- Software Downloads
- Documentation
- Inbox
- School Selection
- Reports
- FAFSA Completion Data
- Transcripts
- Transcript Administration
- Application
- REACH

Back

STARS

Inbox

Inbox For Kanita Watters

User Inbox

| View   | User Generated Reports | File Size | Date Generated |
|--|------------------------|-----------|----------------|
| No " User Generated Reports" found at this time. |                        |           |                |

School Inbox

| View                             | School Generated Reports                              | File Size | Date Generated |
|----------------------------------|---|-----------|----------------|
| <input type="radio"/>            | GPA111258_REJECTED_TRANSCRIPTS_20180831111117.RPT.zip | 458       | 08/31/2018     |
| <input checked="" type="radio"/> | GPA111258_REJECTED_TRANSCRIPTS_20180905110353.RPT.zip | 459       | 09/05/2018     |
| Process Request                  |   |           |                |

GPA Reports

| Download   | View | School Generated Reports/Files | File Size | Date Generated |
|--|------|--------------------------------|-----------|----------------|
| No " School Generated Reports" found at this time. |      |                                |           |                |

To check your school's rejections, check "School Inbox", click in the "View" circle and click "Process Request".

# Inbox Reject Transcript Report

[Back](#)

STARS

Inbox

## School Generated Report

REJECTED TRANSCRIPT RECORDS REPORT - 09/05/2018 11:03 AM

| DATE RECVD | STUDENT ID | SSN        | STUDENT NAME         | REJECTION REASON                          |
|------------|------------|------------|----------------------|---|
| 09/05/2018 | [REDACTED] | [REDACTED] | GABRIELLE [REDACTED] | SSN ALREADY EXISTS IN HIGH SCHOOL: 112022 |

NUMBER OF REJECTED RECORDS: 1

Last Update: 06/21/2016

The reason for the rejection is located under "Rejection Reason". A rejection occurs while the uploaded transcript file is being processed.

Example of a type of rejection

# Error Report

- Displays all students who errored and why they errored

- HOPE GPA
  - HOPE GPA Reports
  - HOPE Progress Reports
  - Update Student Records with missing SSN
- Update Student Information
- Dual Enrollment
- School Information
- Software Downloads
- Documentation
- Inbox
- Reports
- FAFSA Completion Data
- Transcripts
- Transcript Administration Application
- Valedictorian Reception Form

Back

STARS

## HOPE GPA Reports

Select report version:

| Report   | Download   | View  |
|--|--|---|
| HOPE Eligible Scholars Report                              | <a href="#">Text File</a>                          | <a href="#">Verified Report</a> <a href="#">Unverified Report</a> |
| HOPE Ineligible Report                                     | <a href="#">Text File</a>                          | <a href="#">Verified Report</a> <a href="#">Unverified Report</a> |
| HOPE GPA Calculation: Detailed Student Calculations Report | <a href="#">Text File</a> <a href="#">RTF File</a> | <a href="#">View Report</a>                                       |
| <b>HOPE GPA Calculation: Error Report</b>                  | <a href="#">Text File</a>                          | <b><a href="#">View Report</a></b>                                |
| HOPE GPA Calculation: School Rules Report                  | <a href="#">Text File</a>                          | <a href="#">View Report</a>                                       |
| Students Uploaded Without SSNs Report                      | <a href="#">Text File</a>                          | <a href="#">View Report</a>                                       |
| HOPE GPA Calculation: Students with Ineligible POS         | <a href="#">Text File</a>                          | <a href="#">View Report</a>                                       |
| HOPE GPA Calculation: Error Code Description Report        | <a href="#">Text File</a>                          | <a href="#">View Report</a>                                       |

# Error Report

- HOPE GPA
  - HOPE GPA Reports
  - HOPE Progress Reports
  - Update Student Records with missing SSN
- + Update Student Information
- + Dual Enrollment
- + School Information
- + Software Downloads
- + Documentation
- + Inbox
- + School Selection
- + Reports
- + FAFSA Completion Data
- + Transcripts
- + Transcript Administration
- + Application
- + REACH

Back

## STARS

### 2019 HOPE GPA Calculation: Error Report

Can print the list of students on the Error Report here.

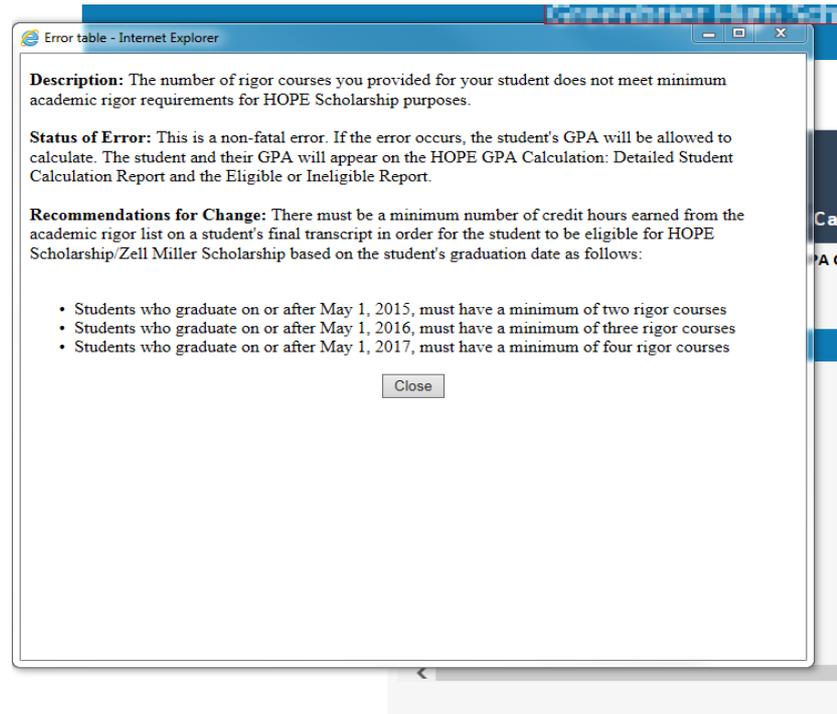
Total records: 144 Show printer friendly

| #  | SSN      | Student ID | Name | Course Number | Error Message   |
|----|----------|------------|------|---------------|---|
| 4  | ****1101 |            |      |               | COURSE REQUIRED: 3 (Rqrd:4) <a href="#">Details</a><br>116 - TRANSCRIPT ERROR: MINIMUM OF RIGOR   |
| 5  | ****0646 |            |      |               | COURSE REQUIRED: 1 (Rqrd:4) <a href="#">Details</a><br>116 - TRANSCRIPT ERROR: MINIMUM OF RIGOR   |
| 6  | ****6142 |            |      |               | COURSE REQUIRED: 2 (Rqrd:4) <a href="#">Details</a><br>116 - TRANSCRIPT ERROR: MINIMUM OF RIGOR   |
| 7  | ****0625 |            |      |               | COURSE REQUIRED: 2 (Rqrd:4) <a href="#">Details</a><br>116 - TRANSCRIPT ERROR: MINIMUM OF RIGOR   |
| 8  | ****3384 |            |      |               | COURSE REQUIRED: 1 (Rqrd:4) <a href="#">Details</a><br>116 - TRANSCRIPT ERROR: MINIMUM OF RIGOR   |
| 9  | ****8628 |            |      |               | COURSE REQUIRED: 1 (Rqrd:4) <a href="#">Details</a><br>116 - TRANSCRIPT ERROR: MINIMUM OF RIGOR   |
| 10 | ****8591 |            |      |               | COURSE REQUIRED: 3 (Rqrd:4) <a href="#">Details</a><br>116 - TRANSCRIPT ERROR: MINIMUM OF RIGOR   |
| 11 | ****8927 |            |      |               | COURSE REQUIRED: 3.5 (Rqrd:4) <a href="#">Details</a><br>116 - TRANSCRIPT ERROR: MINIMUM OF RIGOR |

Click "Details" to get instructions on how to resolve the error.

# Error Report

- After clicking on “Details”, there will be a description of the error and how to resolve it, if applicable
- Once resolved, upload the student’s file again for calculation



# HOPE GPA Error Code Description Report

- All Error Codes can be viewed under HOPE GPA Reports in this report
- Each Error Code has a description of the code and a resolution

- HOPE GPA
  - HOPE GPA Reports
  - HOPE Progress Reports
  - Update Student Records with missing SSN
- + Update Student Information
- + Dual Enrollment
- + School Information
- + Software Downloads
- + Documentation
- + Inbox
- + Reports
- + FAFSA Completion Data
- + Transcripts
- + Transcript Administration Application
- + Valedictorian Reception Form

Back

STARS

## HOPE GPA Reports

Select report version: 2019 GPA Calculation Reports - Preliminary

| Report   | Download   | View  |
|--|--|---|
| HOPE Eligible Scholars Report                              | <a href="#">Text File</a>                          | <a href="#">Verified Report</a> <a href="#">Unverified Report</a> |
| HOPE Ineligible Report                                     | <a href="#">Text File</a>                          | <a href="#">Verified Report</a> <a href="#">Unverified Report</a> |
| HOPE GPA Calculation: Detailed Student Calculations Report | <a href="#">Text File</a> <a href="#">RTF File</a> | <a href="#">View Report</a>                                       |
| HOPE GPA Calculation: Error Report                         | <a href="#">Text File</a>                          | <a href="#">View Report</a>                                       |
| HOPE GPA Calculation: School Rules Report                  | <a href="#">Text File</a>                          | <a href="#">View Report</a>                                       |
| Students Uploaded Without SSNs Report                      | <a href="#">Text File</a>                          | <a href="#">View Report</a>                                       |
| HOPE GPA Calculation: Students with Ineligible POS         | <a href="#">Text File</a>                          | <a href="#">View Report</a>                                       |
| HOPE GPA Calculation: Error Code Description Report        | <a href="#">Text File</a>                          | <a href="#">View Report</a>                                       |

# HOPE GPA Error Code Description Report

## HOPE GPA Calculation Error Code Description Report in Scholar Tracking and Report Systems (STARS) 5/31/2018

### **Error Code: 100 – Transcript Error (Term Name is Blank)**

**Description:** The term name is blank for the course.

#### **Preliminary HOPE GPA Calculation**

**Status of the Error:** This error is a non-fatal error. If this error occurs, the student's GPA will be allowed to calculate with the term name being blank. The student will appear on either the Eligible or Ineligible Report, as well as the Error Report.

**Recommendations for Change:** For the preliminary calculation, this error may be an uncorrectable error because the student is currently enrolled in a class. However, every transcript with this error message should be checked and/or updated by the school in their Student Information System (SIS). Go into the SIS and enter the missing term code(s), extract your data from the SIS, and upload the file by choosing "Upload Transcripts" under the "Transcripts" tab in STARS.

#### **Final HOPE GPA Calculation**

**Status of the Error:** This error is a fatal error. If this error occurs, the student's GPA will not be allowed to calculate. The student will appear on the Error Report.

**Recommendations for Change:** There is a problem in the student's transcript and each course with this error must be corrected by the school. The school should enter the correct term code(s) in their SIS, extract the data from the SIS, and upload the file by choosing "Upload Transcripts" under the "Transcripts" tab in STARS.

# Students Uploaded Without a SSN Report

- HOPE GPA
  - HOPE GPA Reports
  - HOPE Progress Reports
  - Update Student Records with missing SSN
- + Update Student Information
- + Dual Enrollment
- + School Information
- + Software Downloads
- + Documentation
- + Inbox
- + School Selection
- + Private School Course Number Translation
- + Reports
- + FAFSA Completion Data
- + Transcripts
- + Transcript Administration
- + Application

Back

STARS

HOPE GPA Reports

Select report version: 2019 GPA Calculation Reports - Preliminary ▼

| Report   | Download   | View  |
|--|--|---|
| HOPE Eligible Scholars Report                              | <a href="#">Text File</a>                          | <a href="#">Verified Report</a> <a href="#">Unverified Report</a> |
| HOPE Ineligible Report                                     | <a href="#">Text File</a>                          | <a href="#">Verified Report</a> <a href="#">Unverified Report</a> |
| HOPE GPA Calculation: Detailed Student Calculations Report | <a href="#">Text File</a> <a href="#">RTF File</a> | <a href="#">View Report</a>                                       |
| HOPE GPA Calculation: Error Report                         | <a href="#">Text File</a>                          | <a href="#">View Report</a>                                       |
| HOPE GPA Calculation: School Rules Report                  | <a href="#">Text File</a>                          | <a href="#">View Report</a>                                       |
| <b>Students Uploaded Without SSNs Report</b>               | <a href="#">Text File</a>                          | <a href="#">View Report</a>                                       |
| HOPE GPA Calculation: Students with Ineligible POS         | <a href="#">Text File</a>                          | <a href="#">View Report</a>                                       |
| HOPE GPA Calculation: Error Code Description Report        | <a href="#">Text File</a>                          | <a href="#">View Report</a>                                       |

# Students Uploaded Without a SSN Report

- HOPE GPA
  - HOPE GPA Reports
  - HOPE Progress Reports
  - Update Student Records with missing SSN
- + [Update Student Information](#)
- + [Dual Enrollment](#)
- + [School Information](#)
- + [Software Downloads](#)
- + [Documentation](#)
- + [Inbox](#)
- + [Reports](#)
- + [FAFSA Completion Data](#)
- + [Transcripts](#)
- + [Transcript Administration](#)
- + [Application](#)
- + [Valedictorian Reception Form](#)

[Back](#)

## STARS

### 2018 Students Uploaded Without SSNs Report

#### 2018 Students Uploaded Without SSNs Report

Total records:0

| # | Student ID | Name | DOB | SSN |
|---|------------|------|-----|-----|
|---|------------|------|-----|-----|

# Update Student Records with missing SSN

- To update a student's missing SSN, just add the SSN and "Save"
- The below report will show Final, Preliminary and Underclass students without SSNs

- HOPE GPA
  - HOPE GPA Reports
  - HOPE Progress Reports
  - Update Student Records with missing SSN
- + Update Student Information
- + Dual Enrollment
- + School Information
- + Software Downloads
- + Documentation
- + Inbox
- + School Selection
- + Private School Course Number Translation
- + Reports
- + FAFSA Completion Data
- + Transcripts
- + Transcript Administration
- + Application

Back

STARS

### Update Student Records with missing SSN

| First and Last Names | Student ID | Address                               | D.O.B.   | SSN                       |
|----------------------|------------|---------------------------------------|----------|---------------------------|
| [REDACTED]           | [REDACTED] | 2870 PHARR COURT SOU ATLANTA,GA 30305 | 06/29/01 | <input type="text"/> Save |
| [REDACTED]           | [REDACTED] | 3659 HERITAGE RIDGE MARIETTA,GA 30008 | 01/08/01 | <input type="text"/> Save |
| [REDACTED]           | [REDACTED] | 2000 BROOKVIEW DR ATLANTA,GA 30318    | 05/30/02 | <input type="text"/> Save |
| [REDACTED]           | [REDACTED] | 2104 MONHEGAN WAY SMYRNA,GA 30080     | 11/14/00 | <input type="text"/> Save |
| [REDACTED]           | [REDACTED] | 540 TRIMBLE LAKE COU ATLANTA,GA 30342 | 12/11/02 | <input type="text"/> Save |
| [REDACTED]           | [REDACTED] | 430 OAK VALLEY CIRCL SMYRNA,GA 30082  | 12/18/02 | <input type="text"/> Save |
| [REDACTED]           | [REDACTED] | 707 W. CONWAY DRIVE ATLANTA,GA 30327  | 03/12/01 | <input type="text"/> Save |
| [REDACTED]           | [REDACTED] | 1025 NAWENCH DRIVE ATLANTA,GA 30327   | 12/08/02 | <input type="text"/> Save |

# Ineligible Program of Study (POS) or Diploma Type

- Displays students whose uploaded transcripts have an invalid POS for Preliminary report or an invalid diploma type for Final report
- Transcripts will not calculate with an invalid POS or diploma type
  - Valid POS and diploma types are C (College Prep) and G (General)

- HOPE GPA
  - HOPE GPA Reports
  - HOPE Progress Reports
  - Update Student Records with missing SSN
  - Update Student Information
  - Dual Enrollment
  - School Information
  - Software Downloads
  - Documentation
  - Inbox
  - Reports
  - FAFSA Completion Data
  - Transcripts
  - Transcript Administration Application
  - Valedictorian Reception Form

Back

STARS

## HOPE GPA Reports

Select report version: 2019 GPA Calculation Reports - Preliminary

| Report   | Download   | View  |
|--|--|---|
| HOPE Eligible Scholars Report                              | <a href="#">Text File</a>                          | <a href="#">Verified Report</a> <a href="#">Unverified Report</a> |
| HOPE Ineligible Report                                     | <a href="#">Text File</a>                          | <a href="#">Verified Report</a> <a href="#">Unverified Report</a> |
| HOPE GPA Calculation: Detailed Student Calculations Report | <a href="#">Text File</a> <a href="#">RTF File</a> | <a href="#">View Report</a>                                       |
| HOPE GPA Calculation: Error Report                         | <a href="#">Text File</a>                          | <a href="#">View Report</a>                                       |
| HOPE GPA Calculation: School Rules Report                  | <a href="#">Text File</a>                          | <a href="#">View Report</a>                                       |
| Students Uploaded Without SSNs Report                      | <a href="#">Text File</a>                          | <a href="#">View Report</a>                                       |
| HOPE GPA Calculation: Students with Ineligible POS         | <a href="#">Text File</a>                          | <a href="#">View Report</a>                                       |
| HOPE GPA Calculation: Error Code Description Report        | <a href="#">Text File</a>                          | <a href="#">View Report</a>                                       |

# HOPE Eligible / Ineligible Reports

- Once the transcript calculates with an actual GPA (not 0.00), the students will be listed under the HOPE Eligible or Ineligible Reports
  - GPAs above a 3.0 GPA will be listed on the HOPE Eligible Report
  - GPAs below a 3.0 GPA will be listed on the HOPE Ineligible Report
- After a student's actual GPA has been calculated, the next step is verification
- Both the HOPE Eligible and HOPE Ineligible Reports must be verified
- To verify - Click "Unverified Report", verify the GPA(s) by checking the box and click "Submit Verification"
- Once submitted, the students will appear on the "Verified Report"
- The Preliminary and Final transcript process is considered completed once the students show on the "Verified Report"
- Once the students are displayed on the Verified Report, the schools cannot un-verify them so do not verify until all transcripts have been reviewed as complete and accurate

# HOPE Eligible / Ineligible Reports

- HOPE GPA
- HOPE GPA Reports**
- HOPE Progress Reports
- Update Student Records with missing SSN
- Update Student Information
- Dual Enrollment
- School Information
- Software Downloads
- Documentation
- Inbox
- Reports
- FAFSA Completion Data
- Transcripts
- Transcript Administration
- Application

Back

STARS

### HOPE GPA Reports

Select report version: 2019 GPA Calculation Reports - Final

| Report   | Download   | View  |
|--|--|---|
| HOPE Eligible Scholars Report                              | <a href="#">Text File</a>                          | <a href="#">Verified Report</a> <a href="#">Unverified Report</a> |
| HOPE Ineligible Report                                     | <a href="#">Text File</a>                          | <a href="#">Verified Report</a> <a href="#">Unverified Report</a> |
| HOPE GPA Calculation: Detailed Student Calculations Report | <a href="#">Text File</a> <a href="#">RTF File</a> | <a href="#">View Report</a>                                       |

To start the verification process, click "Unverified Report" for both the "Eligible" and "Ineligible" Reports.

Back

STARS

### 2019 Unverified HOPE Eligible Scholars Report - Final

2019 Unverified HOPE Eligible Scholars Report - Final

Total records:1 [Order by GPA Descending](#) [Show printer friendly](#)

| # | SSN | Student ID | Name | Diploma Type | GPA    |
|---|-----|------------|------|--------------|--------|
| 1 |     |            |      | G            | 3.4069 |

Once the report displays, check the GPAs. If the GPAs are correct, check the box below and click "Submit Verification" to complete the verification process.

I have reviewed the data used to calculate the GPAs in this report and I verify that to the best of my knowledge the data is correct.

Submit Verification

# HOPE Progress: Detailed Student Calculation Report

- After completing the Final transcript processing for seniors, the same needs to be done for the underclass students
- Displays the 9th, 10th and 11th grades calculated transcripts under HOPE Progress: Detailed Student Calculation Report
- Underclass students transcripts do not have to be verified; can view by grade or all grades

- HOPE GPA
- HOPE GPA Reports
- HOPE Progress Reports
- Update Student Records with missing SSN
- Update Student Information
- Dual Enrollment
- School Information
- Software Downloads
- Documentation
- Inbox
- Reports
- FAFSA Completion Data
- Transcripts
- Transcript Administration Application
- Valedictorian Reception Form

# HOPE Progress: Detailed Student Calculation Report

- If the student is missing from this report, check your school inbox for rejections
- Can print the list of underclass students by clicking “Show printer friendly”
- Can order GPAs by ascending or descending order
- To view an underclass student’s calculated transcript, click “Details”

- HOPE GPA
- HOPE GPA Reports
- HOPE Progress Reports
- Update Student Records with missing SSN
- Update Student Information
- Dual Enrollment
- School Information
- Software Downloads
- Documentation
- Inbox
- School Selection
- Reports
- FAFSA Completion Data
- Transcripts
- Transcript Administration
- Application
- REACH

Back

STARS

## 2019 HOPE Progress: Detailed Student Calculations Report

2019 HOPE Progress: Detailed Student Calculations Report

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [Y](#)

Total records:449

[Order by GPA Descending](#) [Show printer friendly](#)

| # | SSN      | Student ID | Name               | POS | Grade Level | GPA    |                        |
|---|----------|------------|--------------------|-----|-------------|--------|------------------------|
| 1 | ****9448 | 3616615828 | ADAMS, ETHAN B     | C   | 9           | 1      | <a href="#">Detail</a> |
| 2 | ****8907 | 6530435611 | ADAMS, MICAH L     | C   | 10          | 1.8571 | <a href="#">Detail</a> |
| 3 | ****2621 | 8136586977 | ALDRICH, BRIANNA M | C   | 10          | 3.75   | <a href="#">Detail</a> |
| 4 | ****3566 | 8440610017 | ALDRICH, HALEY B   | C   | 11          | 2.1428 | <a href="#">Detail</a> |
| 5 | ****7918 | 2088932674 | ALDRICH, MORGAN C  | C   | 10          | 2.6666 | <a href="#">Detail</a> |
| 6 | ****1165 | 9190188799 | ALMANZA, NATALIE Y | C   | 10          | 2.6666 | <a href="#">Detail</a> |
| 7 | ****2687 | 6563415377 | ALVIN, RASHAD D    | C   | 10          | 1.2    | <a href="#">Detail</a> |
| 8 | ****3574 | 8579717108 | ANDERSON, KOLBY R  | C   | 9           | 0      | <a href="#">Detail</a> |

# HOPE Progress: Detailed Student Calculation Report

- HOPE GPA
- HOPE GPA Reports
- HOPE Progress Reports
- Update Student Records with missing SSN
- Update Student Information
- Dual Enrollment
- School Information
- Software Downloads
- Documentation
- Inbox
- School Selection
- Reports
- FAFSA Completion Data
- Transcripts
- Transcript Administration
- Application
- REACH

Back

**STARS**

**2019 HOPE Progress: Detailed Student Calculations Report**

**Detailed Student Calculations Report**

[Understanding the HOPE GPA Detailed Report](#)

School Ceeb: [REDACTED]      [REDACTED]      Date received: 03/14/2018

Stud Id: [REDACTED]      SSN: \*\*\*3924 [REDACTED]      Diploma Type: C      Grade Level: 9      **Final GPA 3.8000**

Page 1      [Show printer friendly](#)

| # | Courses Excluded from GPA Calculation | Year | Term | Course Number | Course Description                      | Rigor Course | Credits Attempted | Credit Qualifier | Grade Awarded | Weighting Indicator | Points Subtracted Due to Weighting Indicator | Unweighted Grade | Convert to 4.0 Scale | Re-Weight AP/IB | 4.0 Scale Weighted Grade | Grade Multiplied by Credits Attempted |
|---|---------------------------------------|------|------|---------------|---|--------------|-------------------|------------------|---------------|---------------------|--|------------------|----------------------|-----------------|--------------------------|---------------------------------------|
| 1 | *                                     | 2017 | 4    | 07.44413080   | INTRODUCTION TO BUSINESS AND TECHNOLOGY |              |                   |                  | 94            |                     |  | 0.0000           |                      |                 |                          | 0.0000                                |
| 2 |                                       | 2017 | 4    | 23.0130083    | HONORS LANGUAGE ARTS/GRADE 8            |              | 1                 |                  | 92            |                     |  | 92.0000          | 4                    |                 | 4                        | 4.0000                                |
| 3 |                                       | 2017 | 4    | 27.00990083   | HONORS ALGEBRA                          |              | 1                 |                  | 92            |                     |  | 92.0000          | 4                    |                 | 4                        | 4.0000                                |
| 4 | *                                     | 2017 | 2    | 17.0110000    | HEALTH                                  |              |                   |                  | 84            |                     |  | 0.0000           |                      |                 |                          | 0.0000                                |
| 5 |                                       | 2017 | 2    | 45.0150002    | PSYCHOLOGY                              |              | 0.5               |                  | 88            |                     |  | 88.0000          | 3                    |                 | 3                        | 1.5000                                |
| 6 | X                                     |      |      | NULL          |   |              |                   |                  |               |                     |  | 0.0000           |                      |                 |                          | 0.0000                                |

**Total Credits Attempted: 2.5**

**Total Credits for Rigor: 0**

**Total Grade Multiplied by Credits Attempted: 9.5000**

Courses Excluded from GPA Calculation Key:

- \* Not a core course
- \*\* Credit qualified course
- \*\*\* Grade qualified course
- X Rejected Course

# HOPE Progress Error Report

- Displays underclass students with errors based on the HOPE GPA calculation
- Can view the report by clicking on “View Report”
- Can print the list of students with the errors by clicking “Show printer friendly”

- [HOPE GPA](#)
- [HOPE GPA Reports](#)
- [HOPE Progress Reports](#)
- [Update Student Records with missing SSN](#)
- + [Update Student Information](#)
- + [Dual Enrollment](#)
- + [School Information](#)
- + [Software Downloads](#)
- + [Documentation](#)
- + [Inbox](#)
- + [Reports](#)
- + [FAFSA Completion Data](#)
- + [Transcripts](#)
- + [Transcript Administration](#)
- + [Application](#)
- + [Valedictorian Reception Form](#)

Back

STARS

HOPE Progress Reports

HOPE Progress: Detailed  
Student Calculations Report    Download File    Download Report    Grade:     View Report

*To download or view report select grade.*

HOPE Progress Error Report    Download File    View Report

# HOPE Progress Error Report

- By clicking on “Details”, there will be a description of the error and how to resolve it, if applicable

- HOPE GPA
  - HOPE GPA Reports
  - HOPE Progress Reports
  - Update Student Records with missing SSN
- Update Student Information
- Dual Enrollment
- School Information
- Software Downloads
- Documentation
- Inbox
- School Selection
- Reports
- FAFSA Completion Data
- Transcripts
- Transcript Administration
- Application
- REACH

Back

STARS

## 2019 HOPE Progress Error Report

2019 HOPE Progress Error Report

Total records:225

Can print the list of students on the Error Report here.

Show printer friendly

| # | SSN      | Student ID | Name       | Course Number | Error Message  |
|---|----------|------------|------------|---------------|--|
| 1 | ****3924 | [REDACTED] | [REDACTED] |               | 116 - TRANSCRIPT ERROR: MINIMUM OF RIGOR COURSE REQUIRED: 0 (Rqrd:4) <a href="#">Details</a> |
| 2 | ****1241 | [REDACTED] | [REDACTED] |               | 116 - TRANSCRIPT ERROR: MINIMUM OF RIGOR COURSE REQUIRED: 0 (Rqrd:4) <a href="#">Details</a> |
| 3 | ****4957 | [REDACTED] | [REDACTED] |               | 116 - TRANSCRIPT ERROR: MINIMUM OF RIGOR COURSE REQUIRED: 0 (Rqrd:4) <a href="#">Details</a> |
| 4 | ****8023 | [REDACTED] | [REDACTED] |               | 116 - TRANSCRIPT ERROR: MINIMUM OF RIGOR COURSE REQUIRED: 0 (Rqrd:4) <a href="#">Details</a> |
| 5 | ****5279 | [REDACTED] | [REDACTED] |               | 116 - TRANSCRIPT ERROR: MINIMUM OF RIGOR COURSE REQUIRED: 3 (Rqrd:4) <a href="#">Details</a> |
| 6 | ****1473 | [REDACTED] | [REDACTED] |               | 116 - TRANSCRIPT ERROR: MINIMUM OF RIGOR COURSE REQUIRED: 0 (Rqrd:4) <a href="#">Details</a> |
| 7 | ****1474 | [REDACTED] | [REDACTED] |               | 116 - TRANSCRIPT ERROR: MINIMUM OF RIGOR COURSE REQUIRED: 0 (Rqrd:4) <a href="#">Details</a> |
| 8 | ****3429 | [REDACTED] | [REDACTED] |               | 116 - TRANSCRIPT ERROR: MINIMUM OF RIGOR COURSE REQUIRED: 0 (Rqrd:4) <a href="#">Details</a> |
| 9 | ****2768 | [REDACTED] | [REDACTED] |               | 116 - TRANSCRIPT ERROR: MINIMUM OF RIGOR COURSE REQUIRED: 0 (Rqrd:4) <a href="#">Details</a> |

Click "Details" to get instructions on how to resolve the error.



# Update Student Information



# Update Student Information

- The below student's information can be updated by providing the SSN or Student's Name and clicking "Search"
  - Students with a verified Preliminary or Final HOPE GPA
  - Dual Enrollment participants who have completed a Dual Enrollment application
  - Students that have completed a GSFAPPS (Georgia Student Finance Application)
- Changes can be made to the following information:
  - First and/or Last Name
  - Permanent Address
  - Zip Code
  - Date of Birth
  - Gender

# Update Student Information

- HOPE GPA
- Update Student Information
- Update Student Information
- Add Val/Sal Student
- View Val/Sal Student List
- Dual Enrollment
- School Information
- Software Downloads
- Documentation
- Inbox
- Reports
- FAFSA Completion Data
- Transcripts
- Transcript Administration

Back

## STARS

### Update Student Information

Please provide SSN or Student Name

SS Number:  x      Name (First/Last):

\* Denotes required fields

#### Student Record

SSN:

Name (First /Mi /Last):

Permanent Address:

Zip Code:  City: DULUTH State: GA

Date of Birth (mm/dd/yyyy):  /  /

Gender:

Record Date Added: 02/08/2018      Date Changed: 02/28/2018      Updated By: MGR\_SG

#### High School Record

Preliminary GPA:       Track:  College Preparatory  Technical Career  None

Final GPA:       Final Track:  College Preparatory  Technical Career  None

Graduation Date: Example (05/23/2001)       /  /   Early Graduate

Valedictorian: no      Salutatorian: no

Record Date Added: 02/08/2018      Date Changed: 05/29/2018      Updated By: WEB\_USER

The information between "Name" and "Gender" can be changed.

Once the changes are made, click "Submit".

# Add Valedictorian/Salutatorian Student

- Only one (1) Valedictorian(Val) and one (1) Salutatorian(Sal) chosen per academic year for Zell Miller Scholarship eligibility purposes based on the high school's decision
- Final verification is required before adding Val/Sal student
- Must enter the SSN, Year (of graduation), and select Val or Sal before submitting

- [HOPE GPA](#)
- [Update Student Information](#)
- [Update Student Information](#)
- [Add Val/Sal Student](#)
- [View Val/Sal Student List](#)
- [Dual Enrollment](#)
- [School Information](#)
- [Software Downloads](#)
- [Documentation](#)
- [Inbox](#)
- [Reports](#)
- [FAFSA Completion Data](#)
- [Transcripts](#)
- [Transcript Application](#)
- [Administration](#)
- [Application](#)
- [Valedictorian Reception Form](#)

Back

STARS

### Add Val/Sal Student

Enter the SSN, Graduation Year and choose VAL or SAL.  
Once the information is entered, hit the 'Enter' key or click the 'Submit' button and the student information will display for you to confirm if this is the correct student.  
You can then confirm to add this record.

\* Denotes required fields

Please provide the following information:

|                             |                                     |
|-----------------------------|-------------------------------------|
| SSN:                        | <input type="text"/>                |
| Year:                       | <input type="text"/>                |
| Name (First /Mi /Last):     | <input type="text"/>                |
| Permanent Address:          | <input type="text"/>                |
| Zip Code:                   | <input type="text"/>                |
| Date of Birth (mm/dd/yyyy): | <input type="text"/>                |
| Gender:                     | <input type="text" value="Female"/> |

\* Valedictorian:  Salutatorian:



# View Val/Sal Student List

- + [HOPE GPA](#)
- [Update Student Information](#)
  - Update Student Information
  - Add Val/Sal Student
  - View Val/Sal Student List**
- + [Dual Enrollment](#)
- + [School Information](#)
- + [Software Downloads](#)
- + [Documentation](#)
- + [Inbox](#)
- + [Reports](#)
- + [FAFSA Completion Data](#)
- + [Transcripts](#)
  - Transcript
- + [Administration](#)
  - Application
  - Valedictorian Reception Form

[Back](#)

## STARS

### View Val/Sal Student List

Val / Sal Student List

| Name       | SSN        | DOB        | Award         | Year |
|------------|------------|------------|---------------|------|
| [REDACTED] | [REDACTED] | 06/04/1999 | Valedictorian | 2017 |
| [REDACTED] | [REDACTED] | 04/29/1999 | Salutatorian  | 2017 |
| [REDACTED] | [REDACTED] | 01/14/1993 | Salutatorian  | 2011 |
| [REDACTED] | [REDACTED] | 07/07/1988 | Valedictorian | 2006 |
| [REDACTED] | [REDACTED] | 10/12/1988 | Valedictorian | 2007 |
| [REDACTED] | [REDACTED] | 06/21/1990 | Valedictorian | 2008 |
| [REDACTED] | [REDACTED] | 01/30/1993 | Valedictorian | 2011 |

[Run Report](#)



# Reporting Dual Enrollment and Rigor Courses



# Degree Level Dual Enrollment and Rigor for Public Schools

- Must report the DOE course number as a Dual Enrollment course identified by the number 4 in the 5th digit after the decimal point – Ex. 27.X7104XX.
- If the Degree Level Dual Enrollment course is in core coursework, the GPA calculation will add an additional weight of .5, not to exceed 4.0.
- Degree Level Dual Enrollment courses in core coursework also count towards meeting Rigor requirements. Courses will be identified on the detailed calculation with the R Rigor code.
- Must report the DOE course number as a Rigor course by matching the approved DOE Rigor course list.
  - Rigor courses will be identified on the Detailed Calculation Report with an ‘R’ indicator.
- Rigor courses will not have additional weight of .5 added unless the course is an AP or IB or a core Dual Enrollment course.
- The Rigor course will only be counted toward the Rigor requirement if the student passes the course with a grade of 70 or higher.

# Degree Level Dual Enrollment and Rigor for Private Schools

- Must add Weight Indicator 'D' to identify Dual Enrollment Courses.
- If the Degree Level Dual Enrollment course is in the core content area, the GPA calculation will add an additional weight of .5, not to exceed 4.0.
- The Degree Level Dual Enrollment courses in core coursework also count towards meeting Rigor requirements.
  - Rigor courses will be identified on the Detailed Calculation Report with an 'R' indicator.
- Can send in the DOE course number as a Rigor course by matching the approved DOE Rigor course list.
- Rigor courses will be identified on the detailed calculation with the R Rigor code.

# Degree Level Dual Enrollment and Rigor for Private Schools

- Can also send a Weight Indicator 'R' to identify Rigor course, but not necessary.
- Rigor courses will not have additional weight of .5 added unless the course is an AP or IB or a core Dual Enrollment course.
- The Rigor course will only be counted toward the Rigor requirement if the student passes the course according to the grading scale in the school's profile.

# Diploma Level Core Dual Enrollment Courses

- Effective 2017 Preliminary and Final Processes
- Diploma Level Core Dual Enrollment courses are included in the HOPE GPA calculation
  - Diploma Level Core Dual Enrollment courses will NOT be included in the rigor requirement and will NOT receive additional weight
- Diploma Level Core Dual Enrollment courses must be identified by placing 'DX' in the weighting indicator field in the transcript and in the school weighting



# Transcript Processing Deadlines



# Transcript Processing Deadlines: Seniors

- Senior Preliminary deadlines: (12th grade)
  - **February 15<sup>th</sup>** - All transcripts must be uploaded, errors resolved and verified by this date or the students will not be able to view their HOPE GPA under “My HOPE GPA” and the postsecondary institutions will not be able to view the calculation for financial aid consideration
  - March 31st - The Preliminary transcript process will be closed and the school will not be able to verify the Preliminary reports anymore
- Senior Final deadlines: (12th grade)
  - **June 30<sup>th</sup>** - All transcripts must be uploaded, errors resolved and verified by this date
    - *Final transcripts must be verified before the student can view them under “My HOPE GPA” and the postsecondary institutions can view them for financial consideration*
  - Mid-July - The Final transcript process will be closed and all student transcripts uploaded after this deadline will display under the next processing year

# Transcript Processing Deadlines: Underclass

- Underclass students (9 – 11th grade) deadlines
  - By law, all transcripts must be uploaded at least once a year
    - **June 30<sup>th</sup>** - All transcripts must be uploaded and errors resolved before the student can view them under “My HOPE GPA”
    - **Sept. 30<sup>th</sup>** - All transcripts must be uploaded for the previous academic year by this deadline if your school will be participating in Dual Enrollment the next upcoming year
- ***It is highly recommended to upload underclass students before promoting them to the next grade level and after the Final HOPE GPA process is done for the seniors***

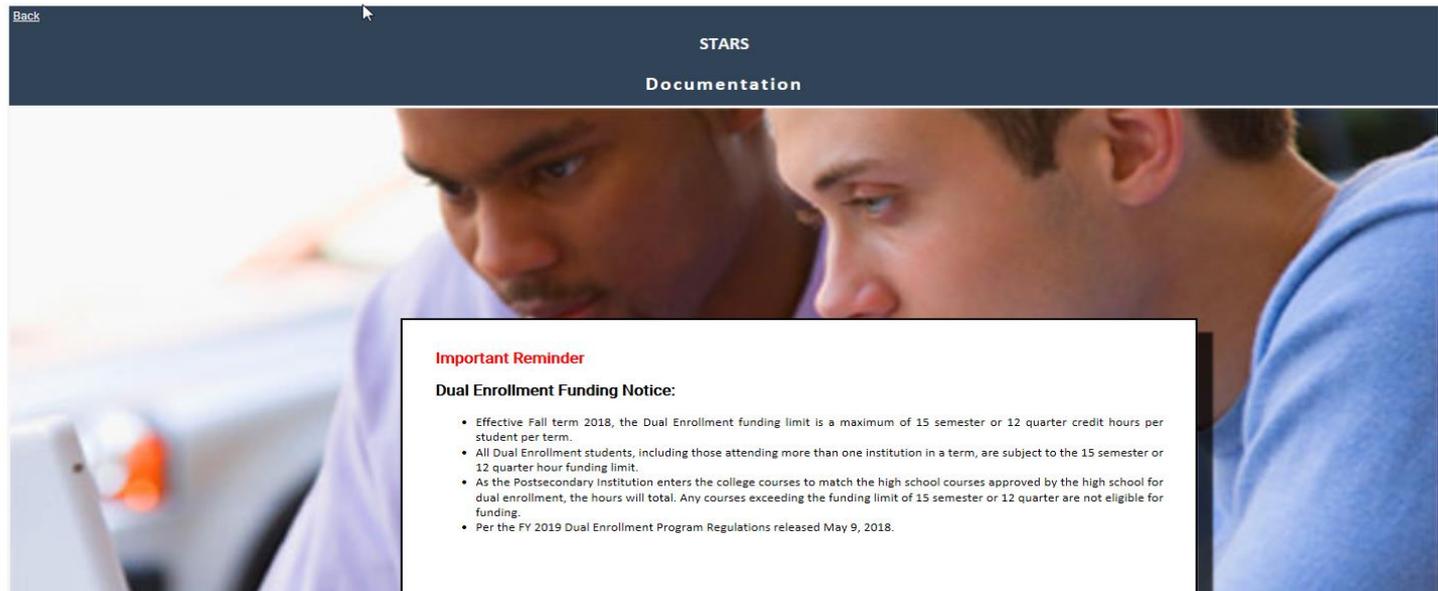
# Questions and Answers



# Transcript Exchange Resources

- For additional information, refer to the Transcript Exchange User Manual

- HOPE GPA
- Update Student Information
- Dual Enrollment School Information
- Software Downloads
- Documentation**
- Dual Enrollment program manual
- GPA reporting file layouts
- Dual Enrollment Participation Agreement
- GAFutures Access Request Form
- Quick Guides
- GAFutures Adm Functions Presentation as of 11/2016
- Transcript Processing Presentation as of 11/2016
- Dual Enrollment NonDegree Lvl Core Courses code DX
- HOPE GPA Calculation Error Code Description Report
- Dual Enrollment Eligibility Extension Request
- Transcript Exchange User Manual**
- Inbox
- School Selection
- Reports
- FAFSA Completion Data
- Transcripts



Back

STARS

Documentation

**Important Reminder**

**Dual Enrollment Funding Notice:**

- Effective Fall term 2018, the Dual Enrollment funding limit is a maximum of 15 semester or 12 quarter credit hours per student per term.
- All Dual Enrollment students, including those attending more than one institution in a term, are subject to the 15 semester or 12 quarter hour funding limit.
- As the Postsecondary Institution enters the college courses to match the high school courses approved by the high school for dual enrollment, the hours will total. Any courses exceeding the funding limit of 15 semester or 12 quarter are not eligible for funding.
- Per the FY 2019 Dual Enrollment Program Regulations released May 9, 2018.

# Academic Rigor Requirements

- Academic Rigor list found on GAfutures  
<https://www.gafutures.org/media/187520/rigor-course-list-september-2017.pdf>
- Class of 2017 and beyond = 4 full credits from the academic rigor list
- Academic Rigor requirements found on GAfutures  
<https://www.gafutures.org/hope-state-aid-programs/hope-zell-miller-scholarships/hope-scholarship/eligibility/academic-rigor-requirements/>

# Contact Us

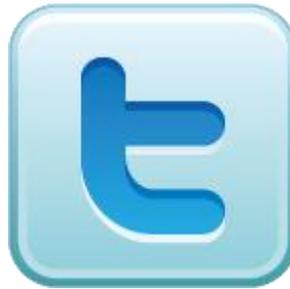


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## **OUR MISSION**

To promote and increase access to education beyond high school for Georgians.